

A Youth Services Secretary is sought to nurture and provide programs for young Friends from Ohio Valley Yearly Meeting (OVYM) of middle school and high school ages throughout the year. Youth in the Middle Youth group include those 10-14 years old and those in the Teen group include those 14-18 years old. The work of the secretary includes offering of new experiences, spiritual nurture and opportunities for service and leadership. The Secretary will work with the Youth Services Committee, part of OVYM, to determine the exact work to be performed. This is a part time position requiring up to 1040 hours per year to be determined in a discussion between the Youth Services Committee and the secretary.

RESPONSIBILITIES:

- Responsibilities to youth
 - Directly assist young Friends in OVYM to work within their communities to: network with each other in the Yearly Meeting; attain an understanding and vision of Quakerism;
 - Assist as a mentor and lead in the spiritual nurture of Young Friends in OVYM. Uphold Quaker values of simplicity, honest, integrity and community.
 - Organize and attend middle youth and teen retreats and other related activities for youth to be determined in consultation with the committee. These might include work camps, service projects and other special opportunities.
 - Encourage OVYM youth to participate in wider Friends youth activities and help coordinate these activities with other nearby Friends youth workers.

- Reciprocal Responsibilities to the Yearly Meeting
 - Work with Youth Services Committee and with designated youth leadership in Whitewater and Miami Quarterly Meetings to organize and promote youth activities at the Yearly Meeting level and to attend such sessions and youth activities.
 - Attend Youth Services committee meetings and work with the Youth Services committee to assist transitional activities for middle youth (twelve and thirteen year old children) into the Teen Group (fourteen to eighteen years old).
 - Maintain communications with youth activities and needs in monthly Meetings of OVYM and be available to assist and visit monthly meetings to develop youth programs within the yearly meeting.

QUALIFICATIONS:

- Leadership qualities are essential. The candidate should be able to nurture a warm and supportive environment for the youth in her or his care.
- Demonstrate an appreciation of and respect for diversity of religious belief and experience. .
- Be adept at understanding the concerns and aspirations of young Friends aged 10 – 18.
- Be aware of Friends' social concerns and Friends organizations
- If not already, work to develop knowledge of Friend's testimonies, writings, and the Faith and Practice of OVYM.
- Have access to an automobile and possess a valid driver's license; be willing to travel for occasional weekend retreats and be willing to accept overnight hospitality.
- Minimum age 22 years old. Must have a high school diploma or equivalent as well as relevant experience working with youth.
- Submit to periodic background checks as designated by OVYM.

Interested individuals should send a cover letter stating their interest, skills, and reasons for applying as well as a resume to: Deborah Jordan, Secretary, Ohio Valley Yearly Meeting, ovymsec@fuse.net. Applications will be accepted until 30 April 2018