

Te Hāhi Tūhauwiri

The Religious Society of Friends (Quakers) Yearly Meeting of Aotearoa New Zealand

Junior Young Friends (JYF) Coordinator Job Description

Role

The key role for the JYF Coordinator is to coordinate activities for JYFs. This involves liaising, working with and supporting those who are organising any gatherings of JYFs, particularly the annual JYF camp. The JYF Coordinator will work closely with the CYPS committee, who will support this mahi/work.

Who are are JYFs?

JYFs are rangatahi/young people in school years 9 to 13, normally aged 13 – 17. Minute 41 YM 2021 allows for flexibility of choice to moving to YF from age 16 onwards. Legal age of child is to 18.

Responsibilities

1. Policy and procedures.

Work with the CYPS committee to:

- Identify the legal requirements for managing overnight camps for children and document policy and procedure
- Create safety and respect agreements for overnight camps.
- Document procedures for dealing with illness, injury, accident or incidents at any gatherings
- Document clear expectations of organising committees
- Document clear expectations for YFs at JYF events, including adult/child ratios, supervision at night, and managing risks
- Ensure that the committee's website pages are kept up to date

2. Documentation.

Develop and maintain the "Guide to Organising JYF Camps" to retain and build on knowledge generated by each organising committee. This should include:

- Policy documents and agreements as in 1 above
- Documents from previous JYF organising committees, including flyers, budgets, final accounts, enrolment forms, epistles, reports.

3. JYF Camps

Actively seek MM or groups of Friends to host and organise future JYF camps.

4. Provide support for organising committees for JYF Camps or other gatherings:

- Provide all documentation as in 2 above.
- Liaise with organising committees to ensure that expectations are being met and providing further support if required

- Ensure the organising committee write a report about the JYF Camp or event.
5. **Write an annual report** to YM via Docs in Advance on work of JYF coordinator.
- Include any highlights, issues, ongoing activities for JYFs

Skills/personal attributes

- Familiarity with most aspects and processes of Quaker life in Aotearoa/New Zealand.
- An interest in rangatahi/young people and their whānau/ families
- Relationships with JYFs and YFs and the ability to liaise and keep in touch with different people and organisations in the Quaker network.

Additional skills may include

- Experience in working with rangatahi/young people and whānau/family
- Experience in organising/leading JYF camps
- Awareness of child protection and safety issues
- Understanding of developmental issues and concerns affecting rangatahi/young people.

Term of appointment: Two years with the possibility of serving a further term.

November 2021