

Richmond Young Friends Middle School Program Co-Leader—Position Announcement

Seeking a paid Middle School Program Co-Leader to plan and to run regular meetings and weekly activities for the “Lightseekers” program for middle school and early high school youth (grades 5-9) in Richmond. The ideal candidate will be dynamic, connect well with youth, know how to build a trusting community, have a commitment to Quaker faith and practice and a vision for sharing these, and be knowledgeable about best practices for child safety and abuse prevention. Sessions will be a mixture of virtual and in-person meetings depending on local public health conditions and the needs of the group. Occasional special projects such as field trips and service projects may require more time in a given week.

This paid position entails 3 hours per week for 10 months of the year, at a rate of \$12/hour. The incumbent will train first with experienced co-leaders on program planning and execution, and then in January 2023, will be expected to take on primary responsibility for the program, with a new assistant leader.

The Middle School Program Co-Leader will be supervised by the Richmond Young Friends Committee, which is made up of representatives of First Friends, Clear Creek and West Richmond Friends Meetings.

The Richmond Young Friends program has offered life-changing community building and spiritual formation for generations of young people, both from Quaker families and from the wider Richmond community. Many of the regular Lightseekers participants are also students at Richmond Friends School.

Specific responsibilities of the Middle School Program Co-Leader will include:

- Creating an age-appropriate program for weekly meetings, combining fun activities with meaningful exploration of faith in action.
- Planning occasional special events in addition to the weekly meetings, such as service projects, field trips, game nights, etc.
- Networking among the Quaker and “friends of Friends” communities in Richmond in order to recruit participants for the Lightseekers group.
- Developing relationships with all three meetings by: presenting an annual report to each of the three meetings in person; facilitating pastoral care for participants in need; encouraging all youth in the catchment age group to participate both in Lightseekers and in the life of their meetings.
- Communicating effectively and proactively with the parents/guardians of participants.
- Meeting monthly with the Richmond Young Friends Committee to discuss larger programmatic matters.
- Keeping good records on attendance and expenses and submitting regular reports to the Treasurer for proper accounting.

Position begins as soon as possible. Applications will be accepted until the position is filled.

Employment is conditional on clearing a criminal background check.

To apply, please send a letter of interest, résumé, and three references to the RYF Committee at jobs@richmondquakers.org.