

A secretary of youth programs is sought to nurture and provide programs for young Friends of middle school and high school ages throughout the year. This includes offering of new experiences, spiritual nurture and opportunities for service and leadership.

RESPONSIBILITIES:

- Work with Youth Activities Committee and with designated youth leadership in Whitewater and Miami Quarterly Meetings to organize and publicize youth activities at the Yearly Meeting level and to attend such sessions and youth activities.
- Attend appropriate committee meetings and work with the Middle Youth and Teen Committees to assist transitional activities for twelve and thirteen year old children into the Teen Group.
- Provide assistance and leadership in organizing work camps, service projects and other special opportunities.
- Organize ~~and attend~~ middle youth teen retreats and other related activities.
- Encourage youth participation in wider Friends youth activities and coordinate with other area Friends youth workers.
- Maintain communications with youth activities and needs in monthly Meetings of OVYM and be available to assist and visit.
- Assist and lead in the spiritual nurture of Young Friends in OVYM.
- Directly assist teen age members of OVYM to work within their communities; to network with each other throughout Yearly Meeting; attain an understanding and vision of Quakerism; develop activities; be a mentor.

QUALIFICATIONS:

- Active membership in the Religious Society of Friends.
- A working knowledge of the Bible and Friends' testimonies, writings, Faith and Practice, and other procedures as developed by OVYM.
- Aware of Friends' social concerns and organizations and be adept at understanding concerns of teen age youth.
- Exhibit the ability to interact effectively with youth.
- Experience with all major Friends' traditions and an understanding of religious diversity.
- Bachelor's Degree or equivalent course work and experience.
- Access to an automobile, available for weekend travel and be willing to accept overnight hospitality.
- Energetic, friendly and able to have fun and be serious. Leadership qualities are required.
- Submit to periodic background checks as designated by OVYM and any periodic background checks which OVYM may determine to be appropriate.

Interested individuals should send a cover letter stating their interest and reasons for applying as well as a resume to: Deborah Jordan, Ohio Valley Yearly Meeting, ovymsec@fuse.net.