

## Junior Yearly Meeting Coordinator at SAYMA

### The JYM coordinator at SAYMA is responsible for:

- Caring for school-aged children, 6 to 12 years, during the hours assigned. This includes:
  - Planning structured and unstructured learning and play experiences for Young Friends that are ideally tied to the annual theme for SAYMA.
  - Maintaining a safe environment for all children participating in JYM which may include, but is not limited to:
    - providing the use of sunscreen or insect repellent
    - providing medications as directed by parents
    - Addressing allergy concerns related to snacks or other allergens
    - Providing first aid as required or contacting 911 if required
    - Contacting parents in case of incident or injury
  - Providing at least one snack daily
- Outreach to SAYMA monthly meetings with information about JYM programming.
- Communicating with parents during SAYMA
- Coordinating volunteers who will assist during Yearly Meeting
- Assuring that there are two adults, who have met the child care worker requirements of SAYMA, are present with the children at all times. This may include:
  - Coordinating volunteers during these times
  - Hiring an assistant, with steering committee approval, who meets the child care worker requirements of SAYMA and who is compensated by SAYMA
- Reporting to the JYM steering committee at least once during Yearly Meeting
- Attending two SAYMA planning meetings—preferably the September and May meeting
- Preparing and cleaning the space provided by Warren Wilson College for JYM
- Reporting to SAYMA business meeting the epistle of the JYM.
- Reading and complying with the SAYMA Child Protection Policy

### The JYM coordinator may:

- Take JYM participants on field trips within the confines of the campus (example: a trip to the pool, the farm, the creek) with appropriate adult supervision.
- Purchase supplies for reimbursement from SAYMA not to exceed \$400.
- Hire, with steering committee approval, an assistant who meets the child care worker requirements of SAYMA.
- Collect medical emergency information from parents for use during SAYMA
- Communicate with parents and volunteers prior to or following SAYMA

### Compensation

**JYM coordinator** receives a stipend of \$1800

**Assistant to the JYM coordinator** will be compensated by YM for their work: \$800