

## Children Function

AYM employs a part-time worker who supports the Children's and JYF programs for AYM. This person is currently Wilma Davidson of Canberra Regional Meeting. Wilma provides continuity of the children's program, and wants to be involved with the host planning committee to plan their program.

The host committee is aware of the local opportunities and constraints at their YM event. They need to find people who will be the leaders of the JYF program. Commonly one or several workers are employed to be carers for the children at YM. Other Friends, both parents of the children and others contribute to the program.

### Workload of the function

Time Interval	Tasks	Workload
12 months prior to YM start	<ul style="list-style-type: none"> <li>• Create children's program committee, the convener of which is a member of the YM Planning Committee. If possible, have someone from the previous YM to learn from them.</li> <li>• Inspect venue</li> <li>• Inform meeting space/accommodation people of what will be required by the children - a space bright and welcoming, and safe so children are unlikely to get hurt or lost.</li> <li>• Recruit Friends from other regional meetings to present activities/sessions.</li> <li>• Liaise with child protection officer in host meeting to be informed of requirements to comply with state laws, and QuakersAustralia policies. Laws differ between states.</li> <li>• Contact other RMs for a commitment to input in the children's programme</li> <li>• JYF and children coordinators get together and plan one or two sessions for JYFs and 11 year olds to assist with the 11 year old's transition to JYFs the following year.</li> </ul>	<p>40-80 hours of work, spread over the 12 months.</p> <p>In all aspects work with the AYM Children's worker for support and continuity</p>
6 months prior to YM start	<ul style="list-style-type: none"> <li>• Ask RMs for names and contact details of children's correspondents and engage in a dialogue regarding the activity, space, material and time required.</li> <li>• Visit the proposed venue to ensure all requirements/needs are met.</li> </ul>	<p>40 hours</p> <p>In all aspects work with the AYM Children's worker for support and continuity</p>

	<ul style="list-style-type: none"> <li>• Identify possible Service opportunities</li> <li>• Identify possible Worship opportunities</li> <li>• Identify possible All age opportunities</li> <li>• Develop a theme/connecting thread for the programme. Consider how to include relaxed educational input to this. Share the theme with others who will contribute.</li> <li>• Plan an excursion (Wednesdays) suitable for children/families</li> <li>• Try to achieve a balance of men and women involved with the children and that there are enough volunteers to share the workload</li> <li>• Review the developed permission and medical information forms.</li> <li>• Set about employing trained child care workers (possibly two) to cover all of YM.</li> </ul>	
1 month prior to YM start	<ul style="list-style-type: none"> <li>• Ask RM Friends who are contributing to the programme for final details of their input. Go over the programme and ensure there is free unprogrammed time—Rhythm of the day: worship, led sessions, activities/sport/craft in the afternoon.</li> <li>• Ensure paid staff has been recruited.</li> <li>• Check with committee that arrangements are in place to ensure older children can attend the Backhouse Lecture and children and JYF some prep and formal sessions.</li> <li>• Plan the different roles and responsibilities within the children's programme and the Friends taking on these roles. (eg AAM planner, programme facilitator etc)</li> <li>• Ensure all materials/resources have been sourced.</li> <li>• Arrange childcare for the Backhouse Lecture</li> <li>• When planning the programme consult with the Planning Committee to ensure it fits with the overall timetable.</li> <li>• Ensure someone is delegated the role of facilitating the Penn Friends afternoon tea and that does not clash with other priorities on the programme</li> <li>• Delegate someone to distribute the (electronic) parental forms, and monitor their return.</li> </ul>	20 hours

1 week prior to YM start	Final check of accommodation and timetable	10 hours
First 2 days of YM	Request volunteers to help look after children in the evenings	Continuous involvement
Whole of YM	Maintain an oversight of the children's programme. Support paid workers and volunteers	Half of full-time, or more
1 month after YM	Report on children's program, as part of overall YM reporting.	5 hours
Overall workload:	Major role.	
Skills required to undertake this function	Working with children, contributing to program planning, working with parents and other adults.	
This functions works most closely with:	Planning Committee Convenor, AYM Children's Worker, JYF coordinator, RM correspondents, children, volunteer contributors to program.	

### Tasks included in this function

This function includes doing these tasks:

1. Preparing activities in advance for day !;
2. Recruiting and employing someone to work with the children;
3. Naming the Penn Friend afternoon tea coordinator.