

First Day School Teacher/Coordinator SAMPLE Job Description

**Text in italics and footnotes are questions or alternatives to consider
when planning for this position in your meeting.*

(_____) Friends Meeting is looking for a creative, energetic, and spiritually grounded person¹ to fill the Teacher/Coordinator position in our religious education (First Day) program (*for ages* ____). This is a 10-month position with teaching responsibilities September-June². Average of four hours per week, three weeks per month³, includes prep and teaching time. Total compensation for the 10-months is (*insert salary*) to be paid in monthly pay periods. A budget will be available for supplies.

Responsibilities and Expectations:

1. Bring energy and creativity, as well as a genuine love of children, to the teaching of a Quaker religious education curriculum for a meeting community.
2. Implementation of weekly lesson plans and activities for multi-age group of children, based on curriculum developed in relationship with the meeting community.
3. On First Day program Sundays, arrive by (*half an hour early*) to prepare for the morning. Join meeting for worship at (____) and gather the children to go to First Day program at (____). Bring children to rejoin families at rise of meeting.⁴
4. Be available to talk with parents regarding activities and program content.
5. Attendance at monthly First Day School/religious education committee meeting; be in contact with and responsive to that body regarding scheduling.

¹ Does this person need to be a Quaker? There may be teachers in Friends schools who are not Friends, but would do a wonderful job in a position like this . . .

² Some meetings have religious education programs year-round, and others only during the “school year.” There are “in between” alternatives, too. Perhaps schedule First Day programs twice a month and community worship the other two weeks, or consider hosting a 1/2 day summer camp in late August when other day camps have ended (and school hasn’t started yet) to kick-start the FDS year and welcome the wider community to come see what you offer for families.

³ It’s reasonable — may be more appealing — to offer a teacher/coordinator one week “off” a month. If they are not a Friend, this might be a time to worship with their own community, or seek spiritual refreshment in some other way. It’s equally reasonable to hope that the meeting will welcome children into worship one week a month or find another plan to cover program that week.

⁴ The alternative here, of course, would be if the children gather with the teacher at the start of worship for their program, and then join the last 15-20 minutes of worship. Language should indicate that the teacher will bring the children in to the gathered meeting and stay for the rest of the time with the community.

6. In collaboration with the FDS/RE committee, create a program calendar and share with the meeting. Update families about upcoming activities and topics using an agreed-upon form of group communication (email, Google doc, text).
7. Work with meeting volunteers who will assist in First Day program on a rotating basis.
8. Coordinate and purchase all necessary supplies, as needed, as per available budget.
9. Background check and child abuse clearance required in this position.

If you are interested in this position, please send an email describing your interest and experience to *(insert contact information)* by (____). Please include your current address, email and phone number, and the names and contact information for two references.⁵

Review of applications and interviews will be held with potential candidates in the hope that we can fill this position by (____).

**Developed by Melinda Wenner Bradley, NYYM Children and Youth Field Secretary, 2017.
Friends are welcome to customize for the needs of their meeting.**

⁵ It's suggested to ask for two references with their contact information – one of the PYM child safety forms asks for this, but if you wait until you've hired someone and are doing their background check, you may learn things you wished you had known before.