Job Roles and Responsibilities Children and Youth Program Coordinator

Identity Information	
Volunteer Position (Children and Youth Program Coordinator
Lead Title	
Hours & Time Required 2	20 hours per month
Frequency of work/meetings 5	5 hours per week
Complement - Total # of volunteers needed	20 hours per month
Primary Purpose (brief 2 or 3 sentence Coordinate volunteers, organize training organize activities and events for familie	g opportunities for volunteers. Coordinate or
Duties and Responsibilities	
Maintain age-appropriate Sunday morni spiritual education classes for the childre and youth of Kadampa Center members visitors Provide additional spiritual education ar social opportunities for families outside Sunday morning program Provide opportunities for staff development and training for the volunteers Provide communications and resources	en and 15% (3 hours) of the 10% (2 hours)
parents and families, as well as encourage family participation in the program	ge
Minimum Education & Experience/Sk	xill/Abilities
Organization, communication, basic known dharma education.	wledge of FPMT and Kadampa Center, basic
Stakeholders:	Families Kadampa Center Community (though the ability for families to attend the center together) Volunteers

Below is the "vision" of all the areas that the CYP Coordinator would handle.

I. Maintenance of Sunday morning Children and Youth Program

- A. Provide the following age-appropriate instruction Sunday morning Children and Youth Program:
 - 1. Classroom rules and expectations of participants, teachers, and parents.
 - 2. Essential Education's 16 Guidelines for Life
 - 3. Mahayana Buddhist teachings (i.e. general Dharma, Jataka tales, lessons about the Buddha, etc.)
 - 4. Mahayana Buddhist practices (i.e. mantras, prayers, meditations, prostrations, alters & water bowls, etc.)
 - 5. Tibetan Buddhist holidays (both religious and secular)
- B. Provide appropriate physical classroom space for the Sunday morning Children and Youth Program classes. Ideally, this requires a minimum of 7 classrooms.
 - 1. Nursery space for babies and toddlers (2 years and under)
 - 2. Classroom space for preschoolers (3-4 year old)
 - 3. Classroom space for Kindergarten 1st graders
 - 4. Classroom space for 2nd 3rd graders
 - 5. Classroom space for 4th 5th graders
 - 6. Classroom space for Middle School students
 - 7. Classroom space for High School students
- C. Recruit and maintain the necessary staff needed to fully staff and sustain the Sunday morning Children and Youth Program classes.
 - 1. One teacher and one assistant are required for *each* classroom during the Sunday morning program; however additional staff may be required in order to maintain appropriate teacher student ratios. Appropriate teacher student ratios are 1:4 in the nursery, 1:5 through 3rd grade, and 1:10 for 4th grade and above.
 - 2. *Each* class requires a minimum of two teachers and two assistants on staff. This allows for rotating commitments of twice per month by staff so that there is flexibility, reduces burn out, and allows staff to attend teachings in the gompa every other week, if desired.
 - 3. The Children and Youth Program Coordinator position requires a minimum of two individuals to fulfill the duties of this position effectively.
 - 4. A minimum of two General Assistants on staff are necessary to allow for rotating commitments of twice per month, flexibility, and to reduce burn out. Sunday morning General Assistants are needed to welcome and provide information to new and visiting families, direct children to their classrooms, record roll, deliver fresh snack items to classrooms, assist / fill-in where needed, handle behavioral problems or emergency situations and locate a parent should the need arise.
 - 5. Other volunteers to the Children and Youth program are required to fulfill miscellaneous needs such as substitutes, special topics teachers (i.e. yoga, art, rituals), and babysitting/childcare during events.
- D. Make necessary adjustments as the program grows and the number of families being served increases.

II. Additional Spiritual Programming and Social Opportunities

- A. Planned family activities
- B. Holiday celebrations
- C. Family Dharma classes

- D. Half-day Vacation Dharma Camps
- E. Family Dharma Camp
- F. On-sight play ground

III. Staff Development and Training

- A. Provide training to new teachers, assistants, and other program volunteers as they come on board.
- B. Provide continuing education to current pool of teachers, assistants, and other program volunteers.
- C. Maintain a resource center / library of books, supplies, and materials for teachers and assistants.
- D. Implement an ethics program, which would include conducting background checks on all Children and Youth Program volunteers, having an ethics policy, and providing ethics training.

IV. Parent Communications and Participation

- A. Provide program information, updates, and suggested activities via a monthly newsletter.
- B. Encourage increased communications between parents and program teachers, as well as between families, via a web-based (yahoo) email listserv.
- C. Hold Parent Orientation sessions.
- D. Provide a library of books and resources that parents can check out.