JYFs 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 program for JYFs, and wants to be involved with the host planning committee to plan the JYF 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. The JYF program has traditionally included a camp during YM, for two or three days.

Workload of the function

Time Interval	**Tasks**	**Workload**
12 months prior to YM start	Create planning team, including two or three JYFs. Appoint the convener who will also be a member of the YM planning Committee. Begin Recruiting volunteers to work with the JYFs, attend camp and lead sessions. If possible, have people from the previous YM to learn from them, and from the next YM so they can learn. Liaise with child protection committee to be informed of the correct policies and required paperwork Ensure host meeting contacts other RMs for a commitment to input in the JYF's programme. Inform meeting space/accommodation people of what will be required by the JYFs - a roomy space, separate from the 'business' rooms, with a space to be in outside of the program with adult supervision. This space needs to be JYF specific and accessible to JYFs at all times, with adult supervision. If not already booked, identify an appropriate camping site. JYF and children coordinators get together and plan one or two sessions with 11 year	40 hours In all aspects work with the AYM JYF worker for support and continuity

	olds to assist with their transition to JYFs the following year.	
6 months prior to YM start	Ask RMs for names and contact details of contributors' and engage in a dialogue regarding the activity, space, material and time required, including 2/3 night camp off site, from Tuesday to Friday. Identify the team who will work with the JYFs (at YM and at camp). Encourage them to build teamwork (remote meetings?), and establish a theme for the programme. Develop / Establish /Re-use clear boundaries/expectations for JYFs that will be included in information sent to JYFs and their families following registration and introduced at the beginning of YM. YFs to be involved with JYFs, perhaps in the evening Discuss with YFs the possibility of their being involved with JYFs, possibly in an evening. If self catering at camp, appoint a kitchen facilitator who in turn will create a catering group, which includes JYFs Identify possible Service opportunities Identify possible Worship opportunities Identify possible All age opportunities Identify possible Winter school opportunities that JYFs may be able to participate in, or lead. Identify possible Peace witness attendance opportunity for young people Ensure Balance of men and women involved with the JYFs, Ensure a Balance of men and women involved with the children and that there are enough volunteers to share the workload	50 hours In all aspects work with the AYM Childrens worker for support and continuity

1 month prior to YM start	Ensure leader team has the programme well developed. Go over the programme and ensure there is free unprogrammed time - Rhythm of the day: worship, led sessions, activities/sport/craft in the afternoon Review boundaries/expectations for JYFs that were sent to JYFs and their families following registration and ensure the results of the review introduced at the beginning of YM. Check with committee that arrangements are in place to ensure JYFs can attend the Backhouse Lecture and children and JYF prep and formal sessions. Identify the Friends who will be the elders for the JYF program. Identify roles within the JYF's team (eg, FRAPs at camp, pastoral carer etc). Ensure all materials/recourses have been sourced. When planning the programme consult with the YM Planning Committee to ensure it fits with the overall timetable. Identify YM sessions also suitable for JYFs and include them as an option in the JYF timetable Delegate someone to distribute the (electronic) parental forms, and monitor their return.	30 hours
1 week prior to YM start	Final check of accommodation and timetable. Ensure parent forms have been returned	15 hours
First 2 days of YM	On the first day work on be community agreements and review the boundaries/expectations all JYFs would have received following registration.	Continuous involvement

	Ensure leaders go over the planned programme with the group to fine tune.	
Whole of YM	Monitor programme progress. Offer suggestions, where appropriate.	Continuous if part of leadership team. Otherwise several hours each day.
1 month after YM		5 hours
Overall workload:	Major role, quite demanding (teenagers and parents)	
Skills required to undertake this function	Working with teenagers. Liaising with parents. Diplomacy. Sometimes firm interventions. Patience	
This functions works most closely with:	Planning Committee Convenor, AYM Childrens Worker, parents, leadership team, young people	

Tasks included in this function

This function includes doing these tasks: