

Job title: Group Leader, Seasonal, Fall

Reports to: Senior Youth Programs Manager

Salary: \$18 hour. This is a nonnegotiable salary based on a competitive scan of the nonprofit landscape for comparable positions.

FLSA Status: nonexempt

Position type: Part-time, seasonal, approximately 8-10 hours per week.

*****Schedule***** from September-December 2023, with the possibility to extend Jan-June 2024.

Specifically: Fridays: 2-6:30pm & Saturdays 11:00-2:30pm. This schedule is nonnegotiable.

Positions available: up to 4

<p>How to apply: Review www.fabyouthphilly.org website to fully learn about and understand the variety of work we do at Fab Youth Philly (FYP).</p> <p>Send your cover letter and resume to: info@fabyouthphilly.com</p> <p>Unfortunately, we will not be able to review applications that do not follow the above steps.</p>	<p style="text-align: center;">BENEFITS</p> <ul style="list-style-type: none">• 1 paid Sick Day;• Paid Professional Development
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About us: Fab Youth Philly (FYP) is a youth development organization that provides innovative, award-winning programming for youth, with a focus on creating workforce development opportunities for teens ages 15-19. We provide teens with a range of job opportunities through our programming to address trauma and adverse childhood experiences, as well as prepare teens for the workforce. Teens at FYP can establish their independence, make connections, and explore their passions and career interests.

We are welcoming to people who are formerly incarcerated. Research shows that individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

Position Summary:

Fab Youth Philly is seeking to hire up to 4, part-time, seasonal Group Leaders. The Group Leader will be responsible for supervision and facilitation of our various teens who work in and/or attend our Out-of-School Time (OST) youth programs, as well as other afterschool, summer and weekend programming such as Skills for a Fab Life, Youth Advisory Board and more.

The core responsibilities of this position include but are not limited to: curriculum development and facilitation of workshops and training for teens ages 11-19, with a primary focus on youth ages 15-19; youth recruitment and engagement; partnership development; and contributions to reports and data collection.

Essential Duties include but are not limited to:

Planning & Facilitation (25%)

- Plan and develop curriculum and workshops on a wide range of topics
- Create weekly themes and lesson plans for OST programs and workshops
- Lead and facilitate workshops, meetings and professional development for teens

- Implement lesson plans as part of daily/weekly workshops for teens
- Coordinate with Youth Programs Team to plan trips and guest speakers

Relationship Building & Supervision (25%)

- Create emotionally and physically safe environments that foster curiosity, reasonable risk taking and learning opportunities for young people
- Be trained in and provide real-time coaching to/for teens
- Observe and coach teens onsite in various locations
- Serve as a role model
- Uphold Fab Youth Philly values and policies on field trips, with guest speakers, etc.

Outreach (25%)

- Foster relationships with community members and various stakeholders and partners
- Make in-person visits and phone calls to check-in with various partners throughout the year
- Serve as a representative of FYP and attend community meetings and events
- Recruit youth participants for OST programming and assist with tracking recruitment and onboarding process

Administrative (15%)

- Call teens and caregivers to assist with various application and onboarding processes
- Meet with teens and caregivers to obtain missing documents (such as birth certificates, city IDs, etc.)
- Contribute to program reports throughout the year
- Assist Youth Programs team and Administrative Assistant in organizing and storing program documentation
- Contribute to social media content

Work Schedule:

*****The Group Leader schedule will change seasonally due to program shifts***** From September-December 2023, with the possibility to extend Jan-June 2024.

Specifically: Fridays: 2-6:30pm & Saturdays 11:00-2:30pm. This schedule is nonnegotiable.

Requirements:

- **All three of these clearances are required:** Criminal background, Child Abuse, FBI Fingerprints (acceptable if completed between January 1, 2018, and January 1, 2023. If results are outside of this date range, new clearances must be obtained)
- At least two years' experience working with teens in afterschool/OST settings
- An Associates degree (or equivalent) in liberal arts, early childhood education, leadership, or related field is preferred, but not required
- Experience developing lesson plans and workshop activities for teens that have clear goals and measurable objectives
- Willing to be trained in, and use 'real-time coaching' and positive youth development strategies
- Able to remain calm and patient to navigate conflict and bring forth resolutions
- Computer skills, comfortable with and proficient using Microsoft Suite of products: Word, PowerPoint, Excel, Teams, OneDrive & SharePoint; Google Docs, Dropbox and other productivity apps
- Willing and able to work outdoors in all kinds of weather (hot, rainy, humid, limited shade)
- Willing and eager to learn about a new/unfamiliar neighborhood

- Access to reliable phone/internet service to respond to emails within 24 hours and to send/receive text messages
- Willing and able to get around Philadelphia independently; has reliable mode of transportation; having access to a reliable car is desirable
- Able to lift up to 65lbs on a daily basis and able to bend, squat, run, twist as part of playing or co-facilitating various games outside

Skills

Lesson planning: for teens on a variety of topics;

- **Facilitation:** able to lead activities and workshops that are age and developmentally appropriate, engaging and use a number of best-practice facilitation techniques
- **Time Management:** able to prioritize and work on multiple projects at once in service of our commitment to our various stakeholders

- **Effective communication:** with supervisor, peers, teens, families and community members
- **Customer service skills:** able to meet the needs of a number of stakeholders
- **Reliable:** understands that showing up for our stakeholders is a reflection of our commitment to them and the work we do, and that consistency is key to relationship building.
- **Bilingual in Spanish & English:** preferred but not required.

Qualities:

- Thrives in fast-paced environment
- Self-reflective, open to learning
- Effective communicator
- Curious, life-long-learner
- Solution Seeker

Timeline & Process:

If, based on your cover letter and resume, you are a good fit, you will get an invitation for a pre-screening phone call; this is NOT an interview. This call will take about 10 minutes. Then, you *may* get invited into an **in-person** interview. This interview will be with the Executive Director and 1-3 other staff members. We may only hire one candidate or hire none until we find the right candidates.

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Fab Youth Philly provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Fab Youth Philly complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Fab Youth Philly expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability Fab Youth Philly's employees to perform their job duties may result in discipline up to and including discharge.