

Job title: Youth Development Specialist

Reports to: Senior Youth Programs Manager

Salary: \$60,000/year. This is a nonnegotiable salary based on a competitive scan of the nonprofit landscape for comparable positions.

FLSA Status: Exempt, no overtime eligibility

Position type: Fulltime, permanent, in-person, (35-40 hours per week)

*****Schedule***** From September through June the schedule will be Tuesday through Saturday from 10:30am to 6:30pm. From July through August the schedule will be Monday through Friday from 9:30am to 4:30pm. Some evening hours beyond 6:30pm may be required on occasion.

Positions available: 1

<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">• Ten days of Paid Time Off (PTO) per year;• Ten paid Sick Days;• Nine paid Holidays; One floating holiday• 1 week of paid time off end of August post, Play Captain Summer Program;• 100% Health Insurance and Dental Insurance covered by Fab Youth Philly;• Employee Assistance Program; and• Paid professional development opportunities
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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. Our summer and afterschool jobs are designed to meet teens' developmental needs: establishing financial independence, exploring their passions and interests and building positive relationships with peers and adults.*

Position Summary:

Fab Youth Philly is seeking to hire a full-time, exceptional Youth Development Specialist who will be a part of our Youth Programs Team. **The core responsibilities of this position include but are not limited to:** relationship building & leadership development among and with small groups of teens; develop curricular materials including lesson plans and agendas, and facilitation of workshops and training on a range of topics for young people ages 14-19; youth recruitment and engagement; partnership development; and contributions to reports and data collection.

Fab Youth Philly seeks candidates who value and demonstrate the following competencies:

- takes pride in their work
- lesson planning and curriculum development
- small group facilitation
- problem solving
- effective communication: written and verbal
- excellent time management: ability to manage multiple projects & meet deadlines
- personal accountability
- commitment to positive youth development principles
- commitment to actively prioritizing diversity, equity, inclusion and belonging in the workplace

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.

Fab Youth Philly is an organization that is undergoing an exciting growth phase. Applicants who will excel at Fab Youth Philly will be people who enjoy working in a fast-paced environment, are comfortable with progress over perfection, get excited trying new things and making improvements in real time, testing new ideas; and who view wearing many hats as an opportunity to learn and contribute to their own, as well as the organization's growth. We value employees who take pride in the role they play to help transform our organization and neighborhood/community for the better each day.

Essential Duties include but are not limited to (these are based on DYCD [Core Competencies for Youth Work Professionals](#)):

Relationship Building & Supervision (30%)

- **Create** emotionally and physically safe environments that foster curiosity, reasonable risk taking and learning opportunities for young people ages 14-19
- **Be trained** in, and provide real-time coaching to/for teens
- **Observe** and coach teens onsite at various locations to successfully do their job, participate in programming
- **Conduct** performance appraisals for teen employees
- **Serve** as a role model
- **Uphold** Fab Youth Philly values and policies on field trips, with guest speakers, etc.

Planning & Facilitation (30%)

- **Plan and develop** curriculum, lesson plans, agendas and workshops on a wide range of topics that address teens developmental needs and interests (financial independence, relationship-building & exploring their passions and interests)
- **Create** weekly themes and lesson plans for Out-of-School Time (OST) programs and Skills for a Fab Life workshops
- **Lead and facilitate** workshops, meetings and professional development for teens
- **Coach** teens around workplace skills and tools: resumes, LinkedIn, time management, etc.
- **Implement** lesson plans as part of daily/weekly workshops for teens
- **Coordinate** with Youth Programs Team to plan and facilitate trips and guest speakers
- **Attend** all staff meetings and training, both in-person and virtually

Outreach (25%)

- **Foster** relationships with community members and various stakeholders and partners (schools, other nonprofit organizations, caregivers, etc.)
- **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) & summer programming and assist with tracking recruitment and onboarding process

Administrative (15%)

- **Call** & email teens and caregivers to assist with various application and onboarding processes
- **Be trained to distribute** Work Permits to teens
- **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
- **Review** timesheets, assist with gathering payroll information
- **Contribute** to social media content

Work Schedule: THIS IS NONNEGOTIABLE

*****The Youth Development Specialist's schedule will change seasonally due to program shifts*****

September through June: Tuesday through Saturday from 10:30am to 6:30pm.

July and August: Monday through Friday from 9:30am to 4:30pm.

Requirements:

- **All three of these clearances are required:** Criminal background, Child Abuse, FBI Fingerprints (*acceptable if completed between June 1, 2021, and June 1, 2024. (If results are outside of this date range, new clearances must be obtained)*)
- A bachelor's degree (or equivalent) in liberal arts, early childhood education, leadership, social justice, social work, or related field is required
- At least three years' experience working with teens in afterschool/OST settings, or nontraditional educational setting, school setting; preference for previous experience with youth workforce development programs
- At least one full year of continuous employment at a single organization
- 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 to set teens up for success
- 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; knows how to send attachments, schedule meetings and create calendar invitations
- 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 neighborhoods
- 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
- Able to bend, squat, run, twist as part of playing or co-facilitating various games outside

Skills

- **Effective verbal and written communication:** with various stakeholders including supervisor, peers, teens, families and community members;
- **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;
- **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; and
- **Bilingual in Spanish & English:** preferred but not required.

Qualities:

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

Timeline & Process:

We will review applications on a rolling basis, as they come in and until we find the right candidate; while we would like to notify everyone that we have received their resume and whether they are moving forward in the process, we are a small team and simply not able to do that. If selected to move forward the first step is a brief pre-screening call (10

min). Then, if selected to move forward from there, you will be invited to a small group interview with up to 3 FYP staff, including the Executive Director.

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Please indicate in your cover letter that you understand the work schedule.

Unfortunately, we will not be able to review applications that do not follow the above steps.

Fab Youth Philly is an organization that is working to apply a trauma informed lens to all of the work we do and working to dismantle and avoid perpetrating white-supremacist culture. 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.