

Job title: Group Leader, Seasonal, Fall

Reports to: Senior Youth Programs Manager

Salary: \$25 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 7-9 hours per week.

*****Schedule***** from September-November 2025, with the possibility to extend Jan-June 2026.

Specifically: Fridays: 3-6:30pm & Saturdays 11:00-2:30pm. This schedule is nonnegotiable.

Positions available: up to 2

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). Send your cover letter and resume to: kevin@fabyouthphilly.org Unfortunately, we will not be able to review applications that do not follow the above steps.	BENEFITS <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. Our mission is to “build bridges to adulthood through meaningful employment, strong community connections and opportunities for teens to explore their passions”. 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 two, part-time, seasonal Group Leaders. The Group Leader will be responsible for supervision and support of up to eight Play Captains at McPherson Square Park and Hissy Park.

Responsibilities include the following but are not limited to:

Leadership & Support (70%)

- Lead a group of up to eight Play Captains, ages 15-19 y/o
- Responsible for the safety and well-being of the Play Captains and children, to from & the Park
- Coach Play Captains to facilitate and lead games, problem solve and identify effective solutions to day-to-day challenges
- Plan daily activities with Play Captains to facilitate at the Park

Administrative & Organizational (30%)

- Submit weekly activation plans, book distribution tracker, supply inventory
- Review and submit bi-weekly timesheets
- Conduct weekly phone calls to caregivers
- Uphold COVID-19 safety protocol, including cleaning the office and equipment

Work Schedule:

*****The Group Leader schedule will change seasonally due to program shifts***** From September-November 2025, with the possibility to extend Jan-June 2025.

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, 2020, and January 1, 2025. 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

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 Senior Youth Program Manager 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.