

Job title: Youth Programs Assistant

Reports to: Youth Programs Supervisor

Hourly Rate: \$15

Posted: November 10, 2020. We would like to hire by January 1, 2021, but the position will remain open until the right candidate is identified.

About us: [Fab Youth Philly](#) supports youth-serving organizations through a variety of consulting services, connects youth development professionals to training and networking and innovates original programming for children & teens.

We are an organization that is working to apply a trauma informed lens to all of the work we do, and we are working to dismantle and to avoid perpetrating white-supremacist culture. We are welcoming to people who are formerly incarcerated.

All three of these clearances are required: Criminal background, Child Abuse, FBI Fingerprints (if they have been completed between November 1, 2015 and November 1, 2020 we can accept them.)

Everyone at Fab Youth Philly regardless of position is expected to

- **uphold** Fab Youth Philly core values; and
 - **promote** an inclusive, welcoming, and respectful environment; and
 - Fab Youth Philly is a **learning organization** and employees are should be willing to learn through self-reflection and, at times, coaching.
-

Position Summary:

Fab Youth Philly is seeking to hire an exceptional youth development professional to support the Supervisor of our youth programs. The Youth Programs Assistant will be responsible for working alongside the Program Supervisor to support communication with teens, their caregivers, and community partners; scheduling appointments for guest speakers, field trips and site visits (when safe to do so); and administrative duties such as: updating data, maintaining and updating a monthly calendar. Create and manage social media posts. At times, they will also collaborate and work with our Administrative Assistant.

Essential Duties include but are not limited to:

Communication with youth and their caregivers (50%)

- Send reminder emails, text messages and make phone calls to teens;

- Be in touch weekly with caregivers to provide updates about their teens progress in their job;
- Provide virtual and when possible, in-person supervision of teens participants;
- Support, coach, engage and appropriately challenge teens to do their job (virtually).

Administrative (35%)

- Collect youth forms and documents related to recruitment and hiring in collaboration with the Administrative Assistant;
- Develop and manage social media posts;
- Schedule appointments for guest speakers, field trips and site visits (when safe to do so);
- Review and submit teen timesheets;
- Co-conduct performance appraisals of teens;
- Contribute to reports and to the reporting of grant deliverables; and
- Other tasks as assigned.

Co-Facilitation (15%)

- Support the planning and development of weekly (virtual) workshops and professional development for teens on various topics;
- Co-facilitate with the Youth Programs Supervisor (virtual) workshops various topics for small groups of Play Captains and Safety Captains.

Qualifications and Skills:

REQUIRED:

- At least 2 years' experience working directly with teens ages 15-19;
- Highly organized, with a strong attention to detail;
- Experience developing content and posting to social media sites like Instagram, TikTok and Facebook;
- Excellent phone and computer etiquette;
- Willing to learn through self-reflection and, at times, coaching;
- Able to complete tasks on time;
- Able to work independently and on a team;
- Able to use / willing to learn Google platform (Google Docs, Sheets, Forms, etc.);
- Must have their own phone and access to WIFI and able to respond to text messages and emails within 24 hours; and
- Enjoys learning new things; is curious.

PREFERRED:

- Virtual facilitation experience;

- Experience working remotely; and
 - High School Diploma, some college;
-

Position Status: This is a PT, 15 hours per week, temporary position. In consideration of the current pandemic situation, Fab Youth Philly will be mostly working virtually/remotely when possible and will follow health and safety guidelines when in-person work is necessary. When we work in person, we work out of an office in the Mantua neighborhood of West Philadelphia, also known as the Promise Neighborhood or out an office in the Kensington neighborhood of North Philadelphia.

Benefits: Every Fab Youth Philly employee is entitled to 1 PTO Day (personal time off) during their 90-day probationary period. Part-time employees are allowed three days of paid time off (PTO) per year after they have successfully completed the 90-day probationary period. PTO must be approved by a supervisor *24 hours prior* to the absence. Employees working consecutive programs will accrue a maximum of three days of PTO to be used within one year of their hire date. PTO days cannot be carried over from one year to another. PTO days are still considered an absence from work. Play Captain Summer Program employees are not eligible to receive PTO.

HOW TO APPLY:

1. Please **submit a brief letter** telling us about yourself, your relevant experience and why you are a good fit for this position.
2. If you have a resume outlining your work history, please provide that.

Applicants are strongly encouraged to review our websites prior to applying.

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.