



**POSITION:** Youth Development Coordinator

**ORGANIZATION MISSION:** The Pebble Tossers' mission is to equip and empower youth to lead through service.

Pebble Tossers is dedicated to nurturing young people's potential and guiding them toward a future of leadership and empathy. Service is the core of who we are. We embody servant leadership by putting the needs of our youth and community first, creating a positive ripple effect of giving.

The Youth Development Coordinator reports to the Program Manager and works with the Executive Director. Programming includes the Teen Leadership Program, development of programming for younger children, ongoing Community Service Projects, service-related workshops and presentations, and development of service-learning resources. These programs utilize a unique service-learning curriculum incorporated with social-emotional learning, Positive Psychology, and social justice awareness that help youth serve, lead, and succeed.

## **RESPONSIBILITIES**

### *Program Delivery*

- Assisting in the creation, implementation, delivery, and evaluation of Pebble Tossers youth development programming, including workshops, Teen Leadership Program, service-related resources and other programming;
- Coordinate and deliver the Teen Leadership Program: facilitate monthly meetings, speakers, teens, advisors;
- Track and measure the level of engagement over time and design strategy for improvement;
- Work with Program Manager on the curriculum for service projects, programs and events;
- Work with Marketing Team on communications related to program features and events to ensure fresh content.

## **QUALIFICATIONS**

- Bachelor's or Master's degree in nonprofit management, education, sociology or related fields is preferred;
- Excellent writing/editing, verbal communication, and presentation skills are mandatory;
- Proficiency in logic models and reporting outcomes and outputs is a plus;
- Experience with social-emotional learning (SEL), positive psychology, and social justice components of youth programming;
- Self-starter, able to work independently and show initiative; enjoys creating and implementing new concepts;
- Proficiency in Google Drive, Word, Excel, and PowerPoint; working knowledge of CRM systems;
- Highly collaborative style; experience developing and implementing programmatic strategies;
- Forward thinking with respect to Inclusion, Diversity, Equity, and Access (IDEA)
- Availability to work evenings and weekends as needed for projects and/or special events;
- Pre-employment background checks are conducted on final candidates.

## **COMPENSATION**

Part-time, up to 25 hours/week, contractor status, 90-day evaluation with Executive Director after hire date, and then annually. The position is hybrid, with virtual and in-person meetings and some weekend and evening requirements. \$17-20/hour, depending on experience and education.

Pebble Tossers' embraces diversity and equal opportunity in a serious way. We are committed to building a team and community that represents a variety of backgrounds, perspectives, skills, and abilities. The more inclusive we are, the better our work will be.

Please email cover letter, resume, and two employment references to Jennifer Guynn - [jguynn@pebbletossers.org](mailto:jguynn@pebbletossers.org).

[www.pebbletossers.org](http://www.pebbletossers.org)

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