Side by Side | **Job Posting**

**Youth Support Group Manager**

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**Mission**

Side by Side is dedicated to creating supportive communities where Virginia’s LGBTQ+ youth can define themselves, belong, and flourish.

**Core Values**

- Equity
- Trustworthiness
- Boldness
- Collaboration
- Responsiveness

**Strategic Priorities**

Side by Side’s work focuses in on the following key strategic priorities:

- Commitment to Black LGBTQ+ Youth
- Youth Centered
- Vibrant Community
- Tradition of Support
- LGBTQ+ Voice

**Position Goal**

The Youth Support Group Manager is responsible for managing and coordinating all LGBTQ+ youth support groups for Side by Side as well as partnering with staff and volunteers for related services. The Youth Support Group Manager reports to the Director of Youth Programs and Services and is responsible for supervising contracted Lead Facilitators as well as volunteer facilitators.

**Primary Responsibilities**

- Weekly Support Groups
  - Plan and manage the intake process for new youth
  - Coordinate the planning, scheduling, management and implementation of virtual and/or in-person support groups for LGBTQ+ youth (middle school and ages 14-20) in Richmond, Charlottesville, Petersburg and possible future locations
  - Lead curriculum design and planning in collaboration with Lead Facilitators and interested Side by Side staff
 Provide supervision, support and feedback to Lead Facilitators and volunteer facilitators to include ensuring compliance with approved policies and procedures

Respond to Critical Incidents, to include engagement in intervention and/or mandated reporting when a youth’s personal safety and well-being, or the safety and well-being of others, may be in jeopardy

- Program Coordination
  - Serve as the primary contact for prospective youth and their families, community partners, and referral sources
  - Participate in data collection to track participation, service utilization, outcomes and other identified program variables.
  - Set and achieve program goals to ensure youth needs are being met in accordance with Side by Side’s mission, values and strategic priorities
  - Coordinate in-person drop-in hours for the Richmond Youth Center
  - Coordinate Meals program to ensure groups have meals
  - Coordinate transportation for youth to attend in-person groups
  - Provide shift coverage for Side by Side’s Youth Support Line (phone/text)
  - Collaborate closely with organization staff to meet youth needs across Side By Side’s programs and community partnerships

- Volunteer Coordination
  - Recruit, train, and supervise adult volunteer facilitators
  - Develop and deliver on-going training, skill-building and technical support for volunteer facilitators
  - Foster relationships and community building with committed group of volunteer facilitators
  - Communicate regularly with volunteer facilitators and celebrate their contributions on a quarterly and annual basis

- Organizational Collaboration
  - Partner with Side by Side staff in recruitment, training, on-boarding, and retention of Lead Facilitators and volunteer facilitators
  - Represent programmatic needs to internal and external partners for planning, hiring, and budgeting purposes
  - Procure program supplies, monitor inventory, and track expenses
  - Engage with the community through events to increase awareness of and access to youth support groups
  - Identify appropriate guest presenters for support group meetings and facilitate participation
○ Work with organization staff to develop and maintain lists of community-based resources not available through Side by Side

**Qualifications**

- **Desired**
  ○ Bachelor’s degree in a behavioral health or human service field from an accredited college or university
- **Welcomed**
  ○ An equivalent combination of education and experience may be considered

**Preferred Knowledge, Skills & Abilities**

- 1-3 years experience supervising others including performance evaluation and professional development support
- Understanding of adolescent and young adult development, especially related to LGBTQ+ youth
- High level of familiarity with and skilled in application of trauma-informed care practices
- Crisis assessment and intervention experience, to include making necessary referrals and reports
- Experience leading educational, support and/or treatment groups for youth, along with knowledge of group dynamics and strong facilitation skills
- Skilled in program design, development and implementation, to include creating and adapting curriculum for the needs of LGBTQ+ youth with a gender-racial justice equity lens
- Experience collaborating with varying levels of internal stakeholders such as the board and board committee members in service of delivering youth programs
- Ability to recruit, select, manage, and mentor supervisees, interns, and/or volunteer facilitators in order to meet youth needs and organizational goals
- Fluent Spanish speaking abilities desired

**Top Things We’re Looking For:**

- Relationship-centered individual who works well in a fast paced environment and collaborative organizational culture
- Comfort with and enjoyment of youth from varying identities, backgrounds, and developmental levels
- Commitment to engaging with youth in an open, enthusiastic, strengths-based manner
- Demonstrated efforts toward improving diversity, equity and inclusion
- Comfort communicating with a broad range of internal and external stakeholders
- Ability to apply a gender-racial justice lens to the work and relationships
- Excellent interpersonal and communication skills, both verbal and written
● Organizational skills to successfully manage multiple priorities in a complex and ever-changing work environment
● Strong ability to build relationships across diverse identities, roles, and priorities
● Effective skills in conflict resolution/mediation and problem-solving
● Time and project management skills, along with the ability to delegate responsibilities, assign tasks and convey instructions
● Comfort with both in-person and virtual group and staff meetings
● Ability to work independently and effectively both individually and in group settings
● Equally comfortable with self-directed and other-directed projects and responsibilities

Compensation
This is a full-time position. The salary range is $40,000 - $45,000. The compensation package includes health and dental benefits, and 4 weeks’ vacation.

Work Schedule
The Youth Support Group Manager position is full-time (40 hours/week). Due to the existing youth support group schedule, regular evening hours are a part of the position. See below for times. The schedule for the remaining hours is flexible, with some exceptions. Due to the nature of some programming and events, weekend hours may be required.

● Mondays: 6:00pm to 9:00pm
● Tuesdays: 6:00pm to 9:00pm
● Wednesdays: 5:30pm to 8:00pm
● Thursdays: 6:00pm to 9:00pm

Physical Demands
The position has minor physical demands. They include moving small boxes, rearranging furniture and/or helping to set up events such as Prom or Springtime.

Equal Opportunity Statement
Side by Side is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and that enables each of us to realize our potential. We believe that our staff should reflect the community we serve; candidates representing culturally diverse populations are strongly encouraged to apply. Side by Side strives to provide a work environment that is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.
To Apply
Please submit the following to jobs@sidebysideva.org with the subject line: Application - Youth Support Group Manager

- Cover letter highlighting your relevant experience and interest in the position
- Resume with 3 References (can be professional and personal)
- Personal Statement that addresses the following questions in no more than 2 pages:
  - What do you see as the most pressing needs for LGBTQ+ youth in Central Virginia?
  - Define what racial equity means to you and how you strive to create equitable communities where people and communities of color can thrive.
  - Describe how you apply a gender-racial equity lens to youth programming and relationship building

All applications must be received by June 21, 2021.

The application process will also include:

- Review of application package
- Checking of professional references
- Criminal history check: state, child abuse and neglect registry, sexual offender registry
- Zoom interviews with Side by Side staff, youth and community partners. The interview may be recorded with applicant consent.