



## JOB ANNOUNCEMENT

<b>Job Title:</b> Lead Drop-In Director (must be age 21 or under when hired)	<b>Term:</b> 18 month minimum, 3 years desired/ maximum
<b>Open Until:</b> 5pm on January 31 (apply via email)	<b>Desired Start Date:</b> February 20, 2019 (flexible)
<b>Organization:</b> Stonewall Youth	<b>Address:</b> P.O. Box 7383 Olympia, WA 98507
<b>Phone Number:</b> (360) 888-4723	<b>Email:</b> info@stonewallyouth.org
<b>Hours:</b> 15 hours/week. Must be available to work Monday 4-7pm, Tuesdays 4-6pm, Wednesdays 3-7pm & Fridays 4-8pm.	<b>Wages &amp; Benefits:</b> \$18/hour. Possible healthcare stipend or transportation compensation.

**Organization Description:** Stonewall Youth is an organization of youth, activists, and allies that empowers lesbian, gay, bisexual, trans, queer, questioning, intersex, and asexual (LGBTQQIA) youth to speak for themselves, educate their communities, and support each other. Stonewall Youth envisions a community in which all queer, gender variant, and gender non-conforming youth have a full spectrum of choices regarding their bodies, self-expression, relationships, and legal rights. Our staff operates collectively and is dedicated to youth leadership and nonhierarchical leadership. We currently define “youth” as ages 21 and under. Stonewall Youth’s space and youth staff office is ADA Accessible. More information about us is available at [www.stonewallyouth.org](http://www.stonewallyouth.org)

**Position Overview:** As a Lead Drop In Director you will work collaboratively and creatively with three other Program Directors and three Administrative Directors in order to develop and maintain youth-at-the-center programming that is accountable to Stonewall Youth Community Center’s mission, vision, and values. This role of the Lead Drop In Director functions successfully by engaging in all Drop In Hours.

This position is for a maximum of three years. We request applicants commit to at least 18 months. Please note that while you must be 21 or under when you are hired, you can still hold the position if/ when you become older than 21.

**The Program Director team is made up of four youth aged staff members with a range of skills and experience. Below you will find a list of tasks and skills that the team will collectively possess and implement. You will be working collaboratively to accomplish these tasks, although each task may not present itself weekly. You don’t need to have skills and experience in all of these areas. At the end of this job announcement, we have provided questions for you to address in your cover letter regarding which skills you currently have and which skills you would like to learn.**

### **Program Development and Coordination**

- Facilitate regular programs (weekly drop-ins, support group, Glitter Camp, Youth Council)
- Develop/implement additional programs regularly (ex: workshops, movie nights, Q-talks, games, field trips)
- Evaluate programs regularly to make sure they fit the needs of youth participants, staff, board members and volunteers;
- Create and maintain budgets for individual programs.

### **Maintaining the Space**

- Take inventory and replenish safe sex supplies, cleaning supplies, and food stuff for Stonewall Youth

### **Social Media**

- Maintain text updates to youth and volunteers using the Remind application or similar systems
- Create a weekly social media post on Facebook regarding our Drop In schedule and events
- Use our Website, Instagram, and Twitter to promote current programs and events

### **Advocacy and Direct Service**

- Be engaging and respectful to youth during Drop In Hours
- Understand and operate from a harm reduction model
- Offer relevant outside resources and information to youth participants at drop ins and/or support group
- Approach direct service work within an anti-oppression lens

### **Collective Responsibilities:**

- Attend/ contribute to weekly collective meetings
- Attend/participate in fundraisers, dances, and events (ex: Bowl-a rama, Homocoming, TDOR art making)
- Work in collaboration with the Board of Directors, youth, other staff members, volunteers, interns and other community organizations.
- Clean and maintain the workspace

**Required Qualifications:** (successful candidate must be able to demonstrate in order to be considered for this position).

- Must be 21 or younger at the time of hire
- Willingness to work from a harm reduction model
- Interest and ability to collaborate respectfully and successfully with youth and adults involved in Stonewall during a time of staff and organizational transition;
- Background in social justice analysis and anti-oppression work with an understanding of intersectionality;
- Commitment to positive youth development and an understanding of adultism;
- Awareness of community issues as they relate to queer youth;
- Ability to work as a collective member who supports youth leadership;
- Enthusiasm and experience with the responsibilities listed above or a willingness to learn new information and develop new knowledge, skills, and abilities;
- Proficiency in computer and social media skills—to include Facebook, Microsoft Office, Google Suite (drive, calendars, gmail);
- Ability to communicate clearly in written and verbal form;
- Ability to meet deadlines;
- Ability to maintain confidentiality with personal and private information;
- Experience with, and commitment to queer social justice;
- Ability to act as a positive representative of Stonewall Youth in professional settings.

**Desired Qualifications:** (successful candidate will demonstrate, or show a willingness to learn desired knowledge, skills and abilities).

- Familiarity with local and regional community resources that serve youth;
- Experience with non hierarchical organizing structures;
- Experience in direct service;
- Experience in planning successful small & large-scale events and programs;
- Familiarity with the principles of harm reduction
- Ability to design and facilitate relevant trainings for volunteers and interns; and
- Enthusiasm for collaborating with allied organizations.

**Special Considerations:** Our youth space is ADA compliant. *Stonewall Youth is an equal opportunity employer working towards representing the community we serve and building a diverse work environment. People of color, young folks, people with disabilities and people of diverse gender expressions and identities are strongly encouraged to apply.*

**Please touch upon these questions in your one- to two-page cover letter** (see the “How to Apply” section below for more info on the cover letter):

- Why are you interested in being a Lead Drop In Director at Stonewall Youth?
- How did you hear about this job opening?
- What is your experience with Stonewall Youth or other similar organizations?
- We request that applicants commit to at least 18 months of work at Stonewall Youth, and you would be able to work in this position for a maximum of two years. Does that work for you?
- In the job description, we’ve listed five aspects of the Lead Drop In Director (Program Development and Coordination, Maintaining the Space, Social Media, Advocacy and Direct Service, and Collective Responsibilities.) Three other Program Directors will work collectively to support your accomplishment of the bulleted points in these areas. What skills and experience do you have in any of these areas?
- Are there any bulleted points that you don’t have experience in, but would be interested in learning about? Why are you interested in learning about them?
- Why would you be a good Lead Drop In Director who assists Stonewall Youth in implementing our mission, vision, and values?
- What does Queer and Trans liberation mean to you?
- Is there anything else you think we should know?

**How to Apply:**

Please submit a resume, a cover letter answering the questions above, and three references via email by 5pm on January 15th to be considered for the position. The one- to two-page cover letter should answer the questions provided below.

**Submit all application materials to [info@stonewallyouth.org](mailto:info@stonewallyouth.org) with the subject line “Lead Drop In Director Application.”**

(If you intend on also applying for the Programming Outreach Director position alongside this one, we strongly encourage that you submit two separate cover letters that focus on the individual positions.)