



Supporting Parents
Connecting Families
Building Community



We are hiring a Contract PEPS Group Leader – Military Family Groups

Since 1983, PEPS has provided neighborhood-based parent peer-support programs for families. Group Leaders are integral to our mission, working alongside parents to facilitate conversation and foster connection. The majority of our amazing Group Leaders are volunteers. As a non-profit organization, we also bring in a small group of dedicated, paid contract Leaders who have professional experience working with families, who provide support for a limited number of groups.

PEPS is partnering with Greentrike Children's Museum at Joint Base Lewis-McChord (JBLM) to offer a drop-in support group for military families. **We are seeking an experienced facilitator with a background in or education and knowledge of military family life to facilitate monthly 1.5-hour in-person drop-in peer-support groups for military families.**

About Military Families PEPS Groups

This program offers peer support and education resources for parents of children ages 0-12, with most participants having **babies, toddlers, and young preschoolers**. Unlike traditional PEPS Groups, this is a **drop-in format**, meaning membership changes from month to month as military families navigate deployments, relocations, and varying schedules.

While parents engage in facilitated discussion, Greentrike Children's Museum staff provide age-appropriate activities for children, allowing parents to focus on connection and learning. Leaders will facilitate conversations using the PEPS curriculum and help participants feel welcome.

Group discussion topics include universal parenting themes—sleep, child development, positive discipline, and building resilience—as well as military-specific challenges such as managing deployments, maintaining routines during transitions, coping with frequent moves, and building community in new places.

Sessions may also include parents participating in activities such as role-playing and breakout groups to facilitate understanding of information, skill development, and social connections with one another. The emphasis of this program is on creating a safe community where parents can share information and provide mutual support to help build confidence in their parenting abilities.

Training and Ongoing Support

PEPS provides comprehensive training for all new Group Leaders, including orientation to PEPS facilitation practices, program curriculum, and guidelines for supporting military families. The Leader will receive ongoing consultation and support from PEPS staff throughout the contract period.

This position also includes the opportunity to mentor and train a parent co-leader who will shadow the group and potentially transition into a leadership role.

Time Commitment

The group meets **monthly on the 3rd Thursday from 10 - 11:30 am** at the Greentrike Children's Museum at JBLM throughout the year. Depending on the start date, the Leader will facilitate **6-11 groups annually**. The dates and times may vary as the program evolves, and PEPS staff will work with the leader to coordinate schedules.

The expected time commitment is approximately **3-4 hours per month**, including meeting preparation, the 90-minute session, communication with PEPS staff and Greentrike, brief follow-up with participants as needed, and attendance at periodic check-ins or training sessions.

Reliability is essential. While we can arrange for substitutes or reschedule in the case of planned vacations or emergencies, we need someone who can commit to consistent monthly facilitation and provide advance notice when unavailable.

Core Responsibilities

- Attend required training with PEPS staff and orientation meetings with Greentrike Children's Museum staff.
- Plan, attend, and facilitate monthly drop-in group meetings; create a welcoming environment for new and returning families; lead discussions and activities that support peer connection and provide evidence-based parenting information.
- Adapt facilitation style to accommodate a changing group composition each month; skillfully integrate new participants while maintaining continuity for returning families.
- Address both universal parenting topics and military-specific concerns with sensitivity, cultural competence, and trauma-informed awareness.
- Maintain attendance records and provide session summaries to PEPS staff; distribute relevant resources and materials to participants.
- Coordinate with Greentrike Children's Museum staff regarding logistics, space setup, and participant needs.
- Complete periodic program evaluations and participate in check-in conversations with PEPS staff.
- Possibility of mentoring and training a parent co-leader to build sustainability for the program.
- Support outreach and recruitment efforts within the JBLM community as needed.

Core Skills and Attributes

- Educational or professional background in social work, counseling, education, child development, or a related field (MSW, licensed clinician, experienced educator, or equivalent strongly preferred)
- Ability to recognize and respond sensitively to the unique stressors military families face
- Strong group facilitation skills; able to create safety and connection in a drop-in format where membership changes monthly
- Knowledge of or lived experience with military family life (deployments, relocations, military culture) strongly preferred
- Exceptional reliability and commitment to consistent monthly facilitation
- Strong organizational and time-management skills
- Passion for supporting families and building community
- Accepting of varied parenting practices and diverse family structures
- Commitment to racial equity, inclusion, and ongoing learning
- Flexibility and adaptability; comfort with ambiguity and changing group dynamics
- Warm, engaging, and culturally sensitive communication style

Experience

- Two or more years of professional experience facilitating groups for adults (therapy groups, support groups, parent education classes, or similar). Note: Additional training is available for candidates without professional facilitation experience who have lived experience as a military family member.
- Background in child development, family systems, mental health, or education preferred.
- Experience working with military families or understanding of military culture preferred.
- Demonstrated ability to facilitate inclusive, trauma-informed discussions in dynamic or drop-in settings.

To Apply

All applications will be acknowledged within five business days via an email receipt and held confidentially within the hiring team. Every applicant will receive careful consideration, and this role will remain open until filled.

To apply, please submit the following:

- A resume that summarizes your relevant professional, educational, and volunteer experiences.
- A cover letter describing as specifically as you can how your experience, interests, and values align with this position and the PEPS mission.
- Three references that can speak to your experience as a facilitator and/or working with parents and adolescents.
- Please include what pronouns you use.

To request disability accommodation in the application process, contact Cari Morales (carim@peps.org).

Email your application to jobs@peps.org.
Electronic submissions only, please.

Requirements

- Valid government-issued ID is required for base access.
- Reliable transportation to Joint Base Lewis-McChord (JBLM) in Pierce County.
- Access to email and phone for communication with PEPS staff and participants.
- All contractors must complete a background check.
- Sponsorship for US work authorization is not available for this position.

Compensation

This Group Leader is paid at a flat monthly rate that accounts for meeting facilitation, preparation, communication, training, and coordination time. Compensation ranges from \$150 to \$350 per monthly session

Commitment to Equity

We believe all families should have access to a healthy, supported start in life. Knowing that race and ethnicity continue to predict the future life chances of children in our state, we are committed to working with families, partner organizations, and communities to identify barriers to parent support and wellness, interrupt their negative impact, and eliminate the persistent disparities in child outcomes.

PEPS values and celebrates the strengths that diversity brings to the workplace and is committed to advancing equity through our work. Cultivating a diverse and inclusive staff is one of our priorities.

Black, Indigenous, People of Color, and others with underrepresented identities (including, but not limited to gender identity, class, socioeconomic status, sexual orientation, age, ability, and background) are strongly and sincerely encouraged to apply. PEPS is an Equal Opportunity Employer.

For various reasons, PEPS is not equipped to monitor immunization or health records. PEPS cannot guarantee that all families have been vaccinated. However, PEPS strongly encourages and recommends our participants and leaders be vaccinated before participating in, leading, or visiting a PEPS Group.