



We are hiring a Contract PEPS Group Leader - Newborn & Second Time Around

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 looking to expand the pool of contract Group Leaders in our West Seattle, South, and East service regions to facilitate weekly two-hour peer-support groups for parents of newborns, in-person, at community sites and in homes.**

About PEPS Groups

Newborn and Second Time Around PEPS Groups offer education and peer support for parents with babies between 0 and 20 weeks old.

Groups meet for two hours every week for 12 weeks. Daytime groups are typically offered between 10 am – 1 pm, and evening groups are typically offered between 5 – 8:30 pm. These groups may meet in person or online.

Each week, Group Leaders guide families in sharing their parenting experiences and discussing evidence-based information on a topic essential to child development (e.g., sleep, daily routines, self-care, and more). Leaders also facilitate conversations using the PEPS curriculum and help participants feel welcome.

Sessions 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 for parents to share information and provide mutual support to help develop confidence in their parenting abilities.

Training and Ongoing Support

PEPS provides extensive training for all new Group Leaders that includes a combination of online modules and a session with a trainer. Leaders can also attend a 60-minute, monthly virtual meeting for ongoing facilitation support and to share discussions, solve challenges, and receive feedback and support from other facilitators.

Time Commitment

Regional Contract Leaders are asked to lead daytime and evening groups in person, at sites, or in homes in South Seattle or on the Eastside. The contract will be renewed quarterly, dependent on the performance and availability of groups.

The expected time commitment is 3-5 hours each week there is a meeting. This time includes meeting prep, the 2-hour meeting time, travel, communication with participants and staff, and submitting reports. Leaders are required to attend relevant training and participate in regular support and supervision meetings with their PEPS contact. There will also be an annual performance review.

At times, additional facilitating opportunities may be available to substitute for other groups.

Core Responsibilities

- Attend required training, meetings with PEPS staff, and support and supervision discussions.
- Complete the PEPS Leader Training before the start of the first group.
- Plan, attend, and facilitate all weekly meetings; start and end meetings on time; lead discussions and activities based on program curriculum and meeting guidelines; facilitate peer support and parent activities.
- Deliver standard format of PEPS meetings each week: prepare a topic discussion for each session, engage the group in a developmental activity, and communicate with the group after each weekly meeting with a follow-up email to share a summary of the meeting and appropriate resources, as needed.
- Distribute parent-related materials and mid-point evaluations; encourage parent completion of weekly participation feedback, midpoint, and post-group program evaluations.
- Complete the Leader post-group program evaluation and interview.
- Maintain weekly attendance records and submit weekly reports to the Leader Support and Curriculum Manager.
- For in-home groups: host or secure a location for the first meeting and coordinate sign-up for the hosting schedule for families in the group.
- For site-based groups: be responsible for key (if applicable), supplies, cleanup of the space, interacting with facility staff as necessary, and professionally representing PEPS at program sites.

Core Skills and Attributes

- Professional or lived experience working with parents and/or newborns
- Warm, engaging, and sensitive communication skills
- Strong organizational skills
- Interest in working with parents and newborns
- Passion for community building and parent support
- Accepting varied child-rearing practices and diverse lifestyles
- Commitment to racial equity and willingness to continue learning and growing
- Flexibility and an ability to adapt to the moment

Experience

- Two or more years of experience facilitating groups or classes for adults or equivalent experience.
- Knowledge of child development, new parent needs, and support resources.
- Experience with inclusive facilitation (e.g., therapy group, support group, information group, teaching).

Requirements

- Reliable transportation is required to get to and from sites and homes.
- Contractor must be based out of King, Snohomish, or Pierce County.
- All contractors must complete a background check.
- Sponsorship for US work authorization is not available for this position.
- We require that contractors be fully vaccinated against COVID-19. All offers are contingent, and your vaccine status will be verified prior to training sessions.

Compensation

- Group Leaders are paid at a flat rate that accounts for estimated hours spent leading groups, preparation, and attending meetings. Upon completion of leading a 12-week PEPS Group, Contract Leaders will receive \$1080 for an in-person home or site-based group.

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.
- Please include what pronouns you use.
- Three references that can speak to your experience as a facilitator and/or working with new parents and babies.

Please also indicate:

- Which quarter(s) you are available to lead.
- The number of PEPS Groups you can lead each quarter, and your preference for daytime or evening.
- Which region you are able to lead in:
 - West Seattle
 - South (includes Central Seattle, Southeast Seattle, Kent, Renton, and Tacoma)
 - East (includes Redmond, Sammamish, Bellevue, Kirkland, Issaquah, and North Bend)

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

Email your application to Elaine Walsh (jobs@peps.org). Electronic submissions only, please.

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.