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| | Teens In Action™ Leadership Council Manager |
| Department: | Programming |
| Supervisor: | COO |
| FLSA Status (Exempt or Non-exempt): | Exempt |
| Job Description Updated | December 2025 |

About Frameworks

Frameworks of Tampa Bay is the leading nonprofit dedicated to equipping all children in our community with the knowledge and know-how to become kind, collaborative and capable citizens. With the complex challenges kids face today, we provide positive and personalized learning experiences that develop their emotional intelligence — the critical skills necessary to navigate any emotion, conversation or situation, no matter how difficult.

From preschool through high school, Frameworks partners with trusted adults to model and teach emotional intelligence to children of all ages and prepares teens to practice it through real-world leadership experiences. For 15 years, our Teens In Action™ Program has empowered more than 500 local high school students to serve their community, develop leadership skills, and engage in meaningful, youth-driven service learning.

The Teens in Action™ Leadership Council is an expansion of this work. This dynamic, research-aligned program will provide 9th-12th grade students with deeper leadership opportunities rooted in emotional intelligence, civic engagement, youth voice, and real-world impact.

We are seeking a high-energy, relationship-focused, and mission-driven leader to oversee this next chapter of Teens in Action!

Job Summary

The Teens In Action™ Leadership Council Manager is responsible for the strategic coordination, facilitation, and growth of the Teens In Action™ Leadership Council. This role will ensure high-quality youth programming grounded in emotional intelligence, positive youth development, and service-learning best practices. The Manager will recruit diverse high school students countywide, design and lead monthly sessions, guide youth-driven service initiatives, cultivate community partnerships, and develop a supportive environment where teens feel seen, valued, and inspired.

The ideal candidate is passionate about working with adolescents, excels at group facilitation, has a proven track record running successful teen programs, and thrives in a fast-paced, highly relational role. They will empower youth to take the lead, uplifting their voices, and helping them develop confidence, competence, connection, and community purpose.

Key Responsibilities

Program Leadership and Facilitation

- Plan and facilitate monthly two-hour Leadership Council sessions rooted in EQ, civic engagement, service-learning, team building, and inquiry-based learning.

- Guide teens through research, community immersion, project planning, and implementation of youth-designed Teen Impact Plans.
- Support students in producing the Community Pulse Report and final Showcase presentations for community stakeholders.
- Use trauma-informed and strength-based practices throughout program delivery.

Recruitment, Enrollment, and Retention

- Develop and implement a countywide recruitment strategy across high schools, youth spaces, events, and social media.
- Coordinate application and interview processes, including co-facilitating youth-led interview committees.
- Engage and communicate regularly with teens and families.
- Implement retention strategies such as milestone recognition, youth leadership roles, and incentives tied to participation.

Curriculum, Evaluation, and Fidelity

- Collaborate with the COO and program team to maintain fidelity to Frameworks' youth leadership and EQ Model.
- Create a detailed facilitator guide, teen workbook, and rubrics for annual deliverables.
- Participate in curriculum reviews, staff training, and continuous quality improvement processes.
- Administer evaluation tools and gather qualitative evidence such as reflections and project artifacts.

Community Partnerships and Engagement

- Build and maintain relationships with schools, nonprofit partners, and local leaders.
- Secure and manage volunteer opportunities, guest speakers, and site visits that connect teens to community issues.
- Work collaboratively with partners providing space, resources, or professional expertise.

Operations and Administration

- Manage program logistics, calendars, meals, supplies, transportation coordination, and communication.
- Ensure student safety and adherence to organizational policies and procedures.
- Support grant reporting and program documentation as needed.

Qualifications

Required:

- Bachelor's degree in education, Psychology, Social Work, Youth Development, or related field
- 3+ years of demonstrated success leading teen programs, youth leadership initiatives, or service-learning experiences.
- Strong understanding of emotional intelligence and positive youth development best practices.
- Exceptional facilitation and group management skills.
- Experience designing and delivering engaging curriculum or workshops.
- High energy, reliability, and enthusiasm for community engagement and service.
- Strong organizational skills and ability to manage multiple projects simultaneously.
- Ability to work evenings for monthly sessions and occasional weekends for events and service activities.
- Valid driver's license and willingness to travel within Hillsborough County.



Preferred:

- Master's degree in related field.
- Experience with youth-adult partnership models or youth advisory boards.
- Bilingual (Spanish/English or other languages).
- Experience with data collection and program evaluation.