

## OFFICE ON YOUTH POSITION DESCRIPTION

**JOB TITLE:** Community Service Work (CSW) Facilitator  
**JOB CLASSIFICATION:** Part-time, FLSA Non-exempt  
**SUPERVISED BY:** Fredericksburg Regional Program Director

### GENERAL DEFINITION OF WORK:

The Community Service Work Facilitator primarily supervises the work of up to twelve participants in the removal of roadside debris along county, city, or state roads. The Community Service Work Facilitator provides guidance and direction for participants during all other community service projects under the regular supervision of the Fredericksburg Regional Program Director.

This is a part time position requiring commitment to at least two Saturdays per month throughout the year and availability to work some week days during summer and school breaks (spring and winter). Occasional evening opportunities may be available.

### POSITION SUMMARY & ESSENTIAL FUNCTIONS:

1. Maintain appropriate care, supervision, documentation and discipline of all participants while on job site and during transport.
2. Oversee safety and appropriate behavior of participants;
3. Ensure that work is performed properly and safely;
4. Transport the crew to and from the job site in agency van;
5. Set up and take down safety equipment on the road;
6. Conduct Pre-Assignment duties (vehicle preparation, gather/clean/stow supplies, load van, etc.);
7. Performs related work assigned by Regional Program Director and/or Executive Director.

### KNOWLEDGE, SKILLS, AND ABILITIES

Position requires the ability to communicate meaningfully and persuasively with youth and adults from a variety of different backgrounds, and to present information to groups both large and small.

Position requires critical thinking and problem solving skills, flexibility, and attention to detail; ability to constructively and assertively provide direction and criticism to youth; and to exercise tact with youth and families, coworkers, and individuals from area agencies and referral sources.

Position requires a valid VA driver's license, the ability to drive a 15 passenger van, walk up to 5 miles, and lift up to 50 pounds. Position requires weekend and evening work. Must be willing and available to attend 20 hours of annual agency provided trainings.

### EDUCATION AND EXPERIENCE

Position requires 1-2 years experience working with at-risk and/or court-involved youth and/or families. Applicants must pass a criminal background check and Child Protective Services check. Prior teaching and/or youth recreation/activities experience preferred. Minimum high school/GED.