

OFFICE ON YOUTH POSITION DESCRIPTION

JOB TITLE: Program Facilitator
JOB CLASSIFICATION: Part-time, FLSA Non-exempt
SUPERVISED BY: Fredericksburg Regional Program Director

GENERAL DEFINITION OF WORK:

The Program Facilitator is directly responsible for implementation of curriculum associated with specific Office on Youth classroom program(s), including participant supervision, curriculum and activity facilitation, and documentation and completion of daily program logs. The Program Facilitator performs professional care and program activities under the regular supervision of the Fredericksburg Regional Program Director.

This is a part-time position requiring commitment to evening hours on one or two days per week.

POSITION SUMMARY & ESSENTIAL FUNCTIONS:

1. Maintains the established classroom routine for participants enrolled in the program;
2. Assists participants in completing class expectations and program activities;
3. Maintains appropriate care, supervision, documentation, and discipline of participants;
4. Conducts group sessions under the guidelines of the program implementation plan;
5. Models a positive attitude and offers solutions to dealing with problems;
6. Establishes a high degree of accountability between self and participants by stating clear expectations for responsible behavior in every program area;
7. Maintains participant accountability/responsibility for behavior within the program;
8. Supervises participants at all times. Female and male students are never to be left alone in the same area for any reason;
9. Performs related work assigned by Fredericksburg 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 CPR / First Aid certification. Certification in a specific curriculum or program model may be required. Position requires 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.