



SA Youth
 Job Description
GROUP FACILITATOR

I. General Information

Title: Group Facilitator
 Reports to: Site Coordinator
 Hours: Must be available Monday – Friday, 2:30p.m. – 7:30p.m. in Fall and Spring
 Additional hours in Summer (TBD)—(program hours are 8-5)
 Status: Non-exempt, hourly, Part-time (not to exceed 23 hours per week)

Summary: *Group Facilitators engage children in a specific content area at a CLC site.*

II. Qualifications:

- a. Reliable transportation and valid driver’s license required.
- b. Pursuing Bachelor’s degree with major coursework in psychology or social services.
- c. Must be computer literate with the ability to type at least 35 wpm.
- d. At least one year experience working with youth.
- e. Excellent communication skills, both written and oral.
- f. Good time management skills with ability to work under and meet deadlines.
- g. Must maintain: driver’s license with no major driving offenses, ability to drive 15-passenger van, Food Handling training, and CPR/First Aid certification.

III. Essential Job Requirements:

SKILL
Facilitates all activities for designated area which may include: homework assistance/tutoring; education and prevention groups; arts & crafts activities; recreational activities; music sessions; field trips; and computer workshops.
Education Facilitators are required to submit 100% of their lesson plans the week prior to Activities Coordinator for approval.
Works with volunteer tutors, work-study students and interns. Performance will be surveyed monthly by volunteers on site. Results from surveys must have at least 90% satisfaction rating.
Maintains student data by inputting 100% of data (attendance) into TEASE daily—at the end of each shift.
Assesses performance by completing lesson plan reflections weekly 100% of the time.
Provides leadership and discipline to youth utilizing tools learned from Staff Development trainings and maintaining controlled learning environments 100% of the time.
Attends and participates in all required staff meetings, functions and training opportunities reflected through sign in sheets and survey forms 100% of the time. Absent staff from required trainings must have prior approval by Program Director two weeks before training takes place.
Keeps assigned areas, supplies and equipment clean, neat, and organized 100% of the time.
Other duties as assigned.

IV. Additional Requirements:

In addition to the stated responsibilities above, the Group Facilitator is expected to:

SKILL
Clearly and courteously communicate with all staff, especially his or her supervisor;
Cooperate with other staff and volunteers;
be professional, responsible, prompt, and client-driven;
Maintain a positive attitude and be a positive role model;
Be familiar with and follow all agency policies and procedures;
Dress appropriately (no shorts, no sleeveless or low-cut blouses, no sweats, no flip-flops); SA YOUTH shirts are required

when at sites.
Treat staff, volunteers, and clients with respect;
Implement lesson plans and submit reflections weekly;
Assist in preparation, food handling, and cleaning up before, during, and after daily meal service;
Be aware and prepared of monthly calendar events and daily scheduled activities;
Participate in transportation of students by driving or monitoring as necessary;
Clock in and out each time he or she leaves or returns to the Center (on personal business);
Work within the mission to meet all stated goals and objectives of the agency's programs;
Agree that his or her employment with the SA Youth may be ended at any time, with or without cause, with or without notice; AND
Occasionally work over-time to meet expectations and deadlines

V. Language Skills

Ability to respond effectively to the most sensitive inquires or complaints.

VI. Mathematical Skills

Ability to perform basic mathematical equations.

VII. Reasoning Ability

Ability to apply principles of logical thinking of a wide range of practical problems.

Ability to deal with a variety of abstract or concrete variables

VIII. Americans with Disabilities Specifications

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to drive and transport clients.

IX. Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not normally exposed to weather conditions. The noise level in the work environment is usually low to moderate.