



## IDENTITY, INC.

<b>Position Title:</b>	<b>21st CCLC Part-Time Program Facilitator</b>
<b>Supervisory Responsibilities:</b>	<b>None</b>
<b>Budget Responsibilities:</b>	<b>None</b>
<b>Reports To:</b>	<b>Program Manager</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>
<b>Date:</b>	<b>August 4, 2020</b>
<b>Effective Dates:</b>	<b>September 2020-August 2021</b>
<b>Closing Date:</b>	<b>August 21, 2020</b>

### POSITION SUMMARY:

Identity is seeking a part-time 21<sup>st</sup> Century Community Learning Center Program Facilitator for our program at Neelsville Middle School. The Program Facilitator will help deliver virtual programming to 25 eighth grade students from October 2020-December 31<sup>st</sup>, and then, depending on pandemic may shift to in-person facilitation with social distancing and safety procedures in place. Responsibilities include: preparation and delivery of sessions, data entry, filing, family engagement and case management, and undertaking other administrative work, as necessary. This position is a one-year contractual position for 30-hours a week, with possibility of extension, depending on funding.

### PRIMARY RESPONSIBILITIES:

1. Plans and implements sessions with co-facilitators in accordance with curriculum. Arranges creative and engaging events and activities for youth. Arrives to all sessions on time and prepared.
2. Keeps parents and youth well informed of program activities. Compiles necessary material for program sessions as well as parent/family informational sessions.
3. Performs administrative functions including data entry, filing, and session material preparation.
4. Establishes and maintains a strong network of professional relationships with school administration, teachers, and staff; and communicates and coordinates with the school(s) to attain needed space, and voice concerns.
5. Recruits eligible youth to assist with program tasks.
6. Uses database to record client interactions, services, and resources. Maintains accurate and complete data for documentation.
7. Maintains regular contact with youth and parents creating family wellness plans. Compiles assessments and referrals for outside providers, and identifies community supports for youth.
8. Attends and actively participates in required trainings, meetings, and presentations.
9. Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identity's strategic goals. Brings best self to the workplace and shares ideas and suggestions.

### SECONDARY RESPONSIBILITIES:

1. Participates in organization's advocacy activities.
2. Provides case management services, crisis intervention, and conflict mediation to youth when needed.
3. Ability to communicate effectively and proficiently in Spanish and English with staff, parents, and students.
4. Meets regularly with Program Manager and other facilitators to continuously improve program.

5. Communicates with teachers, counselors, and administrators to stay informed about school opportunities, academic groups, school safety, and client success.
6. Performs other duties as assigned, required, or needed.

#### **EDUCATION AND EXPERIENCE:**

- High school diploma or GED required. Some college preferred. Additional education and training in social and human services preferred.
- 0-1 year working with youth or community outreach/enrichment program(s).
- Must be able to pass federal criminal background check and Child Protective Services background check.
- Must complete the following trainings upon hire: Advancing Youth Development, Child Protective Services, HIPAA, CPR/First Aid
- Must be proficient in MS Office, Google Documents and Platforms, and Zoom, and have basic knowledge of Excel.

#### **SKILLS AND ABILITIES:**

- Bilingual English/Spanish required. Must be fluent in English and Spanish, both speaking and written communication.
- Knowledge of Positive Youth Development (PYD) Model and ability to lead a group of adolescents.
- Builds rapport with others and demonstrates strong customer orientation.
- Can prioritize and organize multiple projects to meet deadlines with effective and efficient use of resources.
- Maintains patience and demonstrates ability to work under pressure and handle emergencies with composure.
- Must be able to work effectively and collaboratively with students, families, and staff from diverse backgrounds, beliefs, and opinions. Can diffuse difficult situations with minimal disruption and garner trust from others.
- Possesses the technical knowledge and abilities to perform job responsibilities while demonstrating a high skill level as well as reliability.
- Practices with a concrete set of ethics and principles.
- Demonstrates sound judgment in handling youth and group situations.
- Thrives in a fast-paced environment with independent and team-based projects.

#### **WORK ENVIRONMENT:**

- Must have access to WiFi/Internet access to work remotely while necessary during the pandemic.
- Requires travel between sites. Valid driver's license, proof of car insurance, and clean driving record is required.
- May require continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 50% of the workday.
- The ability to lift and move up to 10 lbs.

- Requires light physical activity.
- Must be able to work a flexible 40- hour work week including some evenings and weekends.
- Semi-private office or open work area with controlled air temperature, noise and occasional interruptions.