

IDENTITY, INC.

Position Title:	Program Facilitator
Supervisory Responsibilities:	None
Budget Responsibilities:	None
Reports To:	Program Manager
FLSA Classification:	Non-Exempt
Date:	January 25, 2017

POSITION SUMMARY:

Facilitates or co-facilitates various after-school programs with groups of up to 25 youth. Responsibilities include: assisting with preparing and running sessions, performing data entry, and filing and undertaking other administrative work as necessary.

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. May be required to attend overnight retreats.
3. Provides case management services, crisis intervention, and conflict mediation to youth when needed.
4. Translates information to/from English/Spanish, if Spanish language is required.
5. Updates program material as needed.
6. Communicates with teachers, counselors, and administrators to stay informed about school opportunities, academic groups, school safety, and client success.
7. 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

SKILLS AND ABILITIES:

- Bilingual English/Spanish may be required.
- Knowledge of Positive Youth Development (PYD) Model and ability to lead a group of adolescence.
- 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.
- Is able to diffuse 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:

- Requires travel between sites. Valid driver's license preferred.
- 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 25-hour work week including occasional evenings and weekends.
- Semi-private office or open work area with controlled air temperature, noise and occasional interruptions.