



Job Title: Facilitator

Job Type: Part-Time

Reports To: Program Director

Schedule:

After School- approx. 20-25 hrs/wk

Summer Day Camp- approx. 30-39 hrs/wk

Pay Range: Minimum wage - \$15/hr

Revision Date: March 2022

POSITION SUMMARY

The Facilitator is a part-time position and is responsible for planning and implementing the Girls Place curriculum in an after school and summer day camp setting. Facilitators take all opportunities to nurture positive experiences for the girls and work closely with other program and administrative staff to make this possible.

GENERAL JOB FUNCTIONS

- Communicate regularly with other staff including counselors, and supervisor(s), and administrative team
- Attend weekly team meetings
- Other duties as assigned
- Train, supervise, and support counselors and volunteers
- Attending weekly staff and program meetings
- Other duties as assigned

PROGRAM IMPLEMENTATION

- Maintain structure and organization while implementing program activities and curriculum
- Follow daily program schedule and adapt as needed
- Prepare for lesson plans and activities by getting supplies ahead of time and putting them away in the proper place at the end of the day
- Clean classroom in accordance with Girls Place procedures
- Complete documentation on program outcomes as required for funding

RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN

- Model House Rules and promote a positive environment for girls
- Ensure a safe, nurturing environment for all girls
- Manage group behavior with a trauma-informed lens and resolve conflict using restorative justice techniques
- Communicate professionally and frequently with parents regarding children

MINIMUM REQUIREMENTS

- Position requires a Level II FDLE Department of Children and Families Background Screening
- Position requires reference checks
- Certification Required: CPR & First Aid, or willingness to obtain upon hire
- Completion of 8 Office of Early Learning certification classes, or willingness to complete prior to entering a classroom
- DCF certification with 40 hours of training classes, current enrollment, or willingness to complete within 90 days of hire
- Willingness to complete 10 hours of in-service training per fiscal year

PREFERRED QUALIFICATIONS

- Experience working with children
- Knowledge and understanding of academics for children in elementary and middle school
- Ability to understand and apply applicable rules, regulations, policies, and procedures
- Ability to make independent decisions within set parameters

PHYSICAL CHARACTERISTICS

- Ability to sit and stand for short and/or long periods of time
- Ability to safely respond to emergency situations
- Visual and auditory ability to identify and respond to environmental and other hazards
- Ability to push, pull, lift, and carry up to 35 pounds

OTHER CHARACTERISTICS

- The employee is required to wear a uniform furnished by Girls Place in compliance with the staff manual
- Flexibility to adjust schedule may be required depending on the demands of the position and/or organizational needs
- Occasional use of a computer (i.e. reports, training, etc.)
- Occasional use of outdoor equipment (i.e. leaf blower, pressure washer, hose, etc.)

PROFESSIONAL EXPECTATIONS

The employee will present a competent and positive image of Girls Place through the professional and safe coordination of all transportation expectations. In addition, all staff are expected to meet the professional expectations as listed below:

- Work effectively with people of different backgrounds, abilities, opinions, and perceptions
- Demonstrate a strong commitment to protecting confidential information as described in the staff manual and confidentiality agreement
- Demonstrate a desire and willingness to learn in a team-oriented environment
- Demonstrate a strong work ethic by being dependable, productive, and displaying a high level of professionalism

REASONABLE ACCOMODATIONS

The characteristics described above 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 herein.

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| | <i>I do not need any reasonable accommodations to complete my work as described above.</i> |
| | <i>I do need reasonable accommodations to complete my work as described above. (Attach description of accommodations)</i> |

AFFIRMATION

- I agree to be held accountable of my actions and agree to hold co-workers accountable in order to create a responsible and productive work environment.
- I recognize that providing and supporting quality client services is the priority.
- I recognize that my actions, attitude, and involvement should positively impact the experience of every donor, sponsor, family, staff member, and child.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Girls Place.

EMPLOYEE’S NAME (Print)

SUPERVISOR’S NAME (Print)

EMPLOYEE’S SIGNATURE

SUPERVISOR’S SIGNATURE

DATE

DATE

