

JOB DESCRIPTION

POSITION TITLE: Facilitator
DEPARTMENT: Catholic Social Services
REPORTS TO: Program Director
FLSA: Non-Exempt
JOB CATEGORY: IV-3

POSITION SUMMARY: Conducts peer group meetings and implements social and physical training programs, in compliance with Agency policy and procedures, and contractual requirements.

ESSENTIAL FUNCTIONS:

1. Organizes and facilitates regularly scheduled peer group meetings for youth participants using an established curriculum; prepares meeting outlines and performs set-up of meeting facilities as necessary; assists with the planning and implementation of program ceremonies and events; coordinates activities with other program staff.
2. Notifies participants and site locations of meeting cancellations on a timely basis.
3. Assists in the recruitment and retention of program participants.
4. Communicates program changes and participant concerns to parents.
5. Represents the program and the Agency in the community, providing information as appropriate.
6. Administers pre questionnaire and other evaluations to participants; completes and submits routine reports of program activities.
7. Participates in the Agency's Quality Improvement System and supports Agency compliance with relevant accreditation standards.

OTHER RESPONSIBILITIES:

1. Participates in staff meetings, staff training and development activities.
2. Prepares and/or maintains a desk manual.
3. Performs other duties as required.

Facilitator
Catholic Social Services

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Graduation from high school and experience working with youth.
2. Skill required to: lead and coordinate youth group meetings involving a physical training program in compliance with Agency and contractual requirements; participate in event planning and organization; exhibit a non-judgmental attitude and work effectively with youth having diverse backgrounds; communicate and work effectively with staff, clientele, and the public; support the program mission and objectives, and promote the program to the public; administer evaluations, and prepare records and reports.

WORKING ENVIRONMENT: The Program Facilitator conducts weekly 2-hour sessions for a 24-week period, constituting the one-year program. Duties of the position involve travel.

Effective: 01/01/04