

JOB DESCRIPTION

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

POSITION SUMMARY: Conducts youth group meetings at local middle school as part of the Hermanas Level 2 program and provides support and coordination for the evening Family Literacy Program, in compliance with Agency policy, procedures, and contractual requirements.

ESSENTIAL FUNCTIONS:

1. Organizes and facilitates regularly scheduled Hermanas group participants using 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 of site locations of meeting and/or cancellations on a timely basis.
3. Assists in the recruitment and retention of Hermanas and Family Literacy 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. Provides logistical support for the Family Literacy Program.
8. Coordinates recruitment of volunteers fore all programs, verifies background check information and training of Protecting God’s Children for all volunteers.
9. 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 – Latino Family Center
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 and adult group meetings, in compliance with Agency and contractual requirements; participate in event planning and organization; exhibit a non-judgmental attitude and work effectively with people 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; requires fluency, orally and in writing, in both English and the Spanish language.

WORKING ENVIRONMENT: The Program Facilitator – Latino Family Center, conducts Family Literacy Program twice a week, 2 1/2-hour per sessions and the Hermanas program Level 2 once a week for 2 ½ hours. Preparations for sessions are in advance. Duties of the position involve travel.

Effective: 03/01/07