



## **PROGRAM FACILITATOR (Part-time, School Year)**

### **Job Summary:**

Program facilitators will supervise program students, lead an arts-based social-emotional learning-influenced curriculum, oversee and work with program assistants, as well as be a liaison between school facility staff and WAV program coordinator and director of programs.

### **Reports to:**

Program Coordinator, Director of Programs

### **Responsibilities:**

Duties may include, but are not limited to, the following:

- Facilitate the day-to-day processes of in-school, afterschool, or out-of-school programs, working closely with program staff to coach, instruct, and guide students of the program.
- Oversee program assistants by providing coaching and direction of how to support the program and how to coach students of the program.
- Maintain daily, weekly, and monthly program recordkeeping and data collection, including but not limited to attendance, site materials and supplies inventory, meal counts, student transportation needs, complete timesheets, communications log, requisitions, program-related surveys and evaluations, behavior, and safety-related incident reports, end-of-day reflection reports per established procedures and timelines.
- Maintain any supplies inventory for program use.
- Manage daily distribution of and record keeping of meals, making records available to meal providers as requested and required.
- Maintain student recruitment, engagement, participation, and attendance throughout the year.
- Maintain an inviting and safe program space in accordance with program site requirements.
- Monitor student behavior on site during program hours and utilize appropriate discipline measures, as necessary.
- Facilitate student voice and choice engagement strategies.
- Assist students in developing positive self-esteem and interpersonal relationships with everyone through role modeling and constructive interaction with students, parents, and staff.
- Attend training courses and meetings as requested and required.
- Be the primary point of contact for program logistics pertaining to the program site.
- Regularly interact with parents/guardians in-person and by phone text or call and communicate appropriate information relevant to their child and as needed to update parents/guardians about issues related to their child documenting details of the communication.
- Perform related duties as assigned.

### **Ability to:**

- Work the following part-time schedule (as assigned but not limited to):
  - Training: Attend and complete the required training **September 25<sup>th</sup> through September 28<sup>th</sup>, 4 hours each day.**

- Afterschool Hours: **October 1, 2023 – May 24, 2024, Monday – Thursday, 4 Hours per day/16 hours per week, 2:15 pm – 6:15 pm, flexibility may be required.**

-- and/or --

- In School Hours: Starting after **September 29, 2023, working two days per week, approximately 1:30 pm – 3:00 pm (days/times will be determined in September), 1.5 hours per day/3 hours per week.**
- Demonstrate strong leadership skills.
- Provide direction and assistance to support staff when necessary to assure effective implementation of the program.
- Organize work projects; establish priorities and timelines for project management and report preparation.
- Establish and maintain cooperative working relationships with program interns, volunteers, school or facility staff and parents/guardians.
- Maintain confidentiality/confidential records.
- Work with culturally diverse students, in a manner that is both sensitive and respectful.
- Understand, interpret, and follow school policies and protocols regarding student safety, behavioral expectations, and student release procedures.

### **Experience and Education:**

- Minimum two years of college or hold an associate degree.
- Three years of responsible work experience with a preference given to experience coordinating/supporting a youth program, recreation program, or other educational programs.
- Demonstrate knowledge of age-appropriate classroom and behavior management skills and age-appropriate activity and curriculum planning.
- Experience working with low-income underserved middle school-aged youth preferred.
- Familiarity with youth development principles and middle school-aged youth preferred.
- Possession of a valid Ohio driver's license is required.
- Experience using Microsoft 365 (i.e. Outlook, Word, Excel, etc.)
- Possession of a valid First Aid/CPR Certificate is preferred.
- Cleared Criminal History and Fingerprint Check

### **Compensation and Benefits**

- \$25.00 per hour, 16-19 hours per week
- Paid holidays
- Paid training
- Annual health stipend, eligible after 90 day probation period

**I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.**

---

Employee Signature

---

Date