

COMMUNITY YOUTH CONCEPTS

Program Facilitator Job Description

Position Title: Program Facilitator

Position Type: Full-time, salaried position

Supervisor: Program Director

Salary range: \$35,000-\$38,000 with \$280 monthly benefit allotment and Simple IRA

Anticipated Start Date: August 26, 2021 or as early as possible

POSITION PURPOSE: Facilitate programming with upper elementary, middle and high school students to enhance the development of social-emotional and workforce skills by providing opportunities for youth and adults to work together, apply academic learning, and provide youth-directed service to the community.

POTENTIAL PROGRAM RESPONSIBILITIES: Facilitate and coordinate Community Youth Concepts (CYC) weekly programming, which may include, Teen Outreach Program, Youth Volunteer Corps, Stowe Heights Challenge Course programming, Career Connect, or Experiential Learning programs. Identify needs of youth and connect with community resources. Assist with other CYC programs as it is requested.

EXPECTATIONS:

Manage the implementation of and reporting communication associated with assigned programs with fidelity, which includes recruiting adequate number of youth, identifying youth who need additional supports and connecting with appropriate resources, providing in-person and virtual group facilitation, working effectively with CYC and other key staff including school personnel, and assisting with evaluation of youth programming, develop communication and marketing for assigned programs (75%)

Provide training, on-site supervision, and support of AmeriCorps members, interns, and/or volunteers co-facilitating or supporting programming (20%)

Assist in the improvement of programming (5%)

Assist in the planning and implementation of various recognition, celebrations, and fundraising events (as needed)

Assist in the development and implementation of evaluation, and strategic plans (as needed)

Assist with the identification of CYC allies, including business allies who can serve as additional support, for CYC programming (as needed)

QUALIFICATIONS:

Ability to maintain confidentiality and follow the CYC Code of Ethics and media policies

Effectively engage youth and adults in their own learning process by asking questions, setting and enforcing age-appropriate high expectations, and providing a safe learning space

Excellent communication skills, both verbal and written

Strong organizational and analytical skills

Ability to think critically and create boundaries

Ability to facilitate groups of youth

Ability to motivate people to complete high quality work

Willingness and ability to listen to and engage youth in their own creative process

Able to provide and accept supervision

Able to comply with rules and regulations

Able to establish and maintain effective working relationships with individuals from diverse backgrounds, with community, volunteer, and key partners, donors, and agency staff

Able to provide own transportation to and from programming

MINIMUM TRAINING AND EDUCATION:

Bachelor's Degree in human services, education, or related field

Minimum of two years of experience in direct service, program development, or program management.

Experience with basic computer skills

Volunteer experience of at least three years preferred; experience with a national service program or creation of own service project preferred.

HOURS OF WORK:

Hourly or Salaried Position, based on offer letter.

Evenings and weekend work may be required.

Day travel will be required.

REQUIREMENTS:

Valid Driver's License

Must be able to work evenings and weekends, and may be asked to travel (dependent on training and professional development needs)

Must be a lawful citizen, national or permanent resident alien of the United States and/or able to legally work in the United States.

Ability to pass a background check, which includes a National Service Criminal History Records Check, Federal Background Check, state child abuse and sex offender registry check, and motor vehicle check.

Certification in Mandatory Child Abuse Reporter Training and Youth Program Quality Assessment Basics training within six month and one year respectively

Ability to submit paperwork, press releases, and updates in a timely manner.

Ability to work independently, take initiative, and reasonably and professionally address potential conflicts.

EOE

Interested applicants should submit a cover letter and resume to CYC Program Manager Amber Miller by **8:00am on August 16, 2021** at Amber@cyconcepts.org or 1446 Martin Luther King Jr. Pkwy, Des Moines, Iowa 50314. Position will remain open until filled. For questions about the position contact CYC's Program Manager, Amber Miller.