

School Program Facilitator: 21-35 hrs/week (hours negotiable, off June & July)

Job Function:

The Program Facilitator provides instruction to students in areas of child abuse prevention. The Facilitator follows state approved curriculum, but is required to exercise flexibility in adapting a program to accommodate the needs and abilities distinctive to the students served. Duties are performed under the general supervision of the Program Manager.

Job Responsibilities / Essential Functions

Direct Education Services

- Teaches child abuse prevention skills and other related topics
- Presents information to students in classroom and exercises classroom management skills necessary to facilitate a learning environment
- Participates in in-services, trainings, and other professional development activities necessary to maintain professional skill enhancement.
- Participates in team meetings as necessary
- Maintains cooperative relationships with local education systems and other necessary and pertinent agencies.
- Works cooperatively in a team environment with other program staff to ensure the safe and effective delivery of services in a manner that is welcoming and engaging.

Required Knowledge, Skills, and Abilities

- BS in related field preferred, but not required
- Proficiency in both English and Spanish preferred, but not required
- Ability to work with little supervision, highly motivated, energetic.
- Ability to express ideas and directives clearly and concisely, both orally and in writing
- Effective organizational and time-management skills
- Basic Computer skills including: Office 2000, Word, Excel, and PowerPoint
- Ability to collaborate with schools, students and other community organizations.