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## OFFICE ON YOUTH POSITION DESCRIPTION

JOB TITLE: Class Facilitator  
JOB CLASSIFICATION: Part-time, FLSA Non-exempt  
SUPERVISED BY: Fredericksburg Regional Program Director

### GENERAL DEFINITION OF WORK:

The Class Facilitator is directly responsible for implementation of curriculum associated with specific Office on Youth classroom program(s), including participant supervision, curriculum and activity facilitation, and documentation and completion of daily program logs. The Class Facilitator performs professional care and program activities under the regular supervision of the Fredericksburg Regional Program Director.

This is a part-time position requiring commitment to 2 hour evening class sessions, 2-4 times per month.

### POSITION SUMMARY & ESSENTIAL FUNCTIONS:

1. Maintains the established classroom routine for participants enrolled in the program;
2. Engages youth participants in completing class expectations, discussions and program activities; and provides supervision at all times;
3. Maintains appropriate care, supervision, documentation, and redirection/ discipline of participants;
4. Facilitates group sessions under the guidelines of the program implementation plan;
5. Interactions between Facilitator and youth participants are responsive, caring and respectful. ;
6. Establishes accountability between self and participants by stating clear and logical expectations for responsible behavior in every program area;
7. Creates a learning environment that is welcoming, engaging and promotes Social Emotional growth opportunities for youth participants.
8. Works collaboratively with coworkers and agency staff to effectively communicate and problem solve.
9. Conducts self in a professional manner that positively reflects the agency culture.
10. Performs related work assigned by Fredericksburg Regional Program Director and/ or Executive Director.

### KNOWLEDGE, SKILLS, AND ABILITIES

Position requires the ability to communicate meaningfully and persuasively with youth and adults from a variety of different backgrounds, and to present information to groups both large and small.

Position requires critical thinking and problem-solving skills, flexibility, and attention to detail; ability to constructively and assertively provide direction and manage classroom environment ensuring all youth participants have equitable opportunities to learn and grow in a safe, engaging class environment ; and to exercise tact with youth and families, coworkers, and individuals from area agencies and referral sources.

Position requires CPR / First Aid certification. Must be willing and available to attend 20 hours of annual agency provided trainings.

### EDUCATION AND EXPERIENCE

Minimum of an Associate's Degree or a combination of Education trainings and 1-2 years' experience working with at-risk youth. Applicants must pass a criminal background check and Child Protective Services check. Prior teaching and/ or youth recreation/ activities experience preferred.