

Oak Park Township
JOB DESCRIPTION

CLASS. TITLE:	Girls on the Rise Program Facilitator	FLSA: Full Time
DEPARTMENT:	Youth Services	DATE: 07/2022
DIVISION:	Town	
REPORTS TO:	Girls on the Rise Supervisor	

Job Summary: Girls on the Rise of Oak Park Township Youth Services has an exciting opportunity for a **Part-Time Youth Program Facilitator**. The Youth Program Facilitator is responsible for implementing and adapting a wide variety of enrichment activities for grades 5th - 8th, during school hours and afterschool hours. Facilitators will be responsible for leading instruction, and curriculum-based content for minority girls which focuses on self-esteem, self-image, self-advocacy, and cultivate communication and other pro-social skills.

Job Functions

- Must be able to facilitate programming to girls in groups of 10-15 and between the ages of 11-14, in person
- Review the curriculum provided by Girls on the Rise in advance
- Teach the Girls on the Rise Curriculum students during their advisory periods and afterschool
- Facilitate classroom discussions and help students have fun and be engaged while learning the program content
- Participate in meetings with the Girls on the Rise Manager
- Identifies ways to encourage, collect, and share Girls on the Rise work.
- Provide feedback and creative input on programming.
- Support with the planning and implementation of special events/projects.
- Supports goals for student's engagement and family outreach.
- Attend regular staff meetings, trainings, and work in collaboration with Girls on the Rise and partner contacts.
- Maintain and track attendance, using a tracking database in support of program evaluation.
- Perform other duties that are assigned

Job Type: Part-Time

Minimal Qualifications:

- Bachelor's degree in Education, Youth Development, Human Development, Social Work, or other related field.
- A minimum of 2-year prior experience working with youth as a Program Facilitator and experience cultivating partnership with community-based and/or school leaders.
- Proven experience working with diverse backgrounds, cultures, and perspectives.

Oak Park Township
JOB DESCRIPTION

Education:

- Bachelor's (Required)

Knowledge, Skills, and Abilities:

Knowledge of:

- Facilitating group curriculums
- Ethical standards and codes of conduct in dealing with clients and public
- Conflict Resolution

Skills In:

- Time Management and prioritizing work.
- Verbal and written communication and organization
- Facilitation and group leadership
- Must be self-directed, detail oriented with proven written and oral communication skills, as well as group facilitation skills.
- Interpersonal relationships with the ability to relate effectively and work collaboratively with youth, families, and professionals.
- Must be a high-energy, caring, self-starter, innovative and have high level of competency in cultural diversity.

Ability To:

- Ability to effectively maintain information for recording purposes and standards of record keeping
- Maintain relationships with youth in program and their families
- Remain calm in stressful and crisis situations.

Physical Abilities:

- Proficient in MS Word, Excel, Google Suite and Zoom.
- Sit, keyboard, read, write, add, hear, and speak for extended periods.
- Lift up to ten pounds on occasion.
- Must have a valid driver license, reliable and consistent transportation, and the ability, to work and travel daily, between the hours of 10am-4pm to various school sites or other designated areas within Oak Park IL.