

***Oak Park Township***  
**JOB DESCRIPTION**

CLASS. TITLE:	Girls on the Rise Program Facilitator	FLSA: Full Time
DEPARTMENT:	Youth and Family Services	DATE: 11/2022
DIVISION:	Town	
REPORTS TO:	Girls on the Rise Manager	

Job Summary: Girls on the Rise of Oak Park Township Youth and Family Services has an exciting opportunity for a Youth Program Facilitator. The Youth Program Facilitator is responsible for implementing and adapting a wide variety of enrichment activities for grades 5<sup>th</sup> - 9<sup>th</sup>, 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**

- Facilitate programming to groups of girls ages 11-15, both in-person or virtually.
- Prepare for, and facilitate hands-on and intentional programming activities within our Girls on the Rise's curriculum
- Develop content according to the guidelines and delivery schedule outlined in Girls on the Rise virtual and in-person programming models.
- Maintain safe spaces by implementing in-person and online safeguards for engagement.
- Conduct essential tasks to ensure the maintenance of program equipment and distribution of at-home activity supplies.
- 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 relationships with students & their families and provide individual support ensuring their ability to effectively engage in the program.
- Create and share family engagement activities for independent projects.
- Collect Girls on the Rise's registration and assessment forms.
- Effectively communicate with students and their families, when engaging during sessions, by-phone, via email and online
- Maintain and track attendance, using a tracking database in support of program evaluation.
- Perform other duties that are assigned

Job Type: Full 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.

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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.