

Oak Park Township
JOB DESCRIPTION

CLASS. TITLE: Girls on the Rise Program Facilitator FLSA: Full-Time
DEPARTMENT: Youth and Family Services DATE: 10/18/2023
DIVISION: Town
REPORTS TO: Youth and Family Services Assistant Director

Job Summary: Girls on the Rise of Oak Park Township Youth Services has an exciting opportunity for a **Full-Time Youth Program Facilitator**. The Youth Program Facilitator is responsible for implementing and adapting a wide variety of enrichment activities for grades 3rd -8th grade, during school 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 7-14, in person
- Review the curriculum provided by Girls on the Rise in advance
- Teach the Girls on the Rise Curriculum to students during their advisory and lunch periods
- 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/Assistant Director
- 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: Full-time

Minimal Qualifications:

- Possession of a minimum of a master's degree from an accredited college or university in a behavioral or social science (social welfare, sociology, psychology, counseling, guidance, social work, etc.)
- 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:

- Master'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.
- Have a positive attitude and adaptable
- 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 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 8:30am-4:30pm Monday-Friday, to various school sites or other designated areas within Oak Park and River Forest IL.**