Job Posting

POSITION
Work Readiness Facilitator (SYEP School Based Youth)

EMPLOYMENT TYPE
FT Temp – 35 hours/week; May 2020 to August 2020

SALARY
$20.00/hr.

REPORTS TO
Education Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES
▪ Attends Project-Based curricula training sessions in order to become proficient in assigned project;
▪ Ensures youth are placed in project-based activities that align with their interests;
▪ Facilitates project-based experiences with assigned groups;
▪ Identifies and obtains community resources, services and partnerships for project-based activities;
▪ Leads Work-readiness trainings with assigned groups;
▪ Supervises, interacts and engages SYEP participants at all times;
▪ Orders supplies, materials and curriculum needed for effective project-based learning activities. Organize field trips;
▪ Responsible for tracking and maintaining attendance;
▪ Refers participants for support services internally or externally for appropriate services;
▪ Participates in weekly meetings with Program Director, Job Developer and Educational Coordinator;
▪ Completes all other assignments and tasks as specified by supervisor.

COMPETENCIES
▪ Prior experience facilitating project-based activities or leading afterschool program activities is preferred.
▪ Ability to be energetic, engaged, connected, and exude positivity and passion is a must.
▪ Must be able to effectively lead and engage a classroom of teenagers.
▪ Must be able to maintain detailed records, complete necessary paperwork and meet prescribed deadlines.
▪ Must have at least two years of direct service experience with youth.

EDUCATION EXPERIENCE
Some college preferred. HSE/GED diploma required.

SUBMIT RESUME TO
education@riseboro.org

Please indicate “SYEP Work Readiness Facilitator Position” in e-mail subject line.