

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;
- Order 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.