



Job Posting

Job Code:	
Job Title:	Part Time Facilitator
Posting Title:	Part Time Youth Facilitator
Job Location:	Virginia & Washington, DC

Job Description Summary:	The selected applicant will facilitate evidenced based curricula in a group-based setting on various topics with youth ages 10 – 19 on various topics to include sexual health, domestic violence prevention, STEM workforce readiness and other offerings as they become available. The primary place of facilitation will take place in the City of Alexandria, Fairfax County and Washington DC. Primary facilitation hours are Monday – Friday from 3:00 – 7:00pm.
Responsibilities:	<ul style="list-style-type: none"> • Facilitate classroom groups of the, Be Proud, Be Responsible, El Camino, HYPE, Safe Dates, Draw the Line, Respect the Line, STEM and workforce readiness curricula with fidelity at all Fairfax, Alexandria, and Washington, DC locations to adolescents, ages 10-19, in after-school and community-based settings. • Responsible for the recruitment and retention of program participants within all of CYEP youth programming. • Participates in mandatory trainings, monthly staff meetings, semi-annual meetings and any other related in-person or virtual / webinar related meetings to build and maintain current knowledge base awareness of all relevant subjects and communicate with fellow staff and supervisors. • Maintains documentation of program activities, completes, and submits fidelity logs and facilitator surveys, guides youth through completion of all pre and post-program surveys and assists in tracking data related to classes and overall program goals; • Communicates regularly via email, text and phone calls with other facilitators and supervisory staff. • Responsible for the reporting and tracking of group data concerning attendance sheets and capturing demographic data, data reporting and semi-annual reports. • Communicates regularly with middle and high school students, coaches, parents, site contacts, and other outside service providers to inform them of the student’s progress and receive their feedback; Coordinates class logistics with site coordinators, to include any necessary schedule adjustments, and ensuring that necessary tools for teaching are provided before classes commence. • Responsible for preparing for group sessions beforehand.

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	<ul style="list-style-type: none"> • Responsible for bringing all needed tools for teaching; to potentially include a laptop and all digital and / or book teaching materials, as well as bringing all necessary cables, and adapters to allow session slides, videos and digital learning games to be displayed on the screen in the classroom. • Maintain progress notes on individual students and group sessions and daily contacts
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Additional Responsibilities for Posting:	<ul style="list-style-type: none"> • Work collaboratively as member of a team • Be willing to learn and become trained in new curricula and offerings as they become available.
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Required Skills:	<ul style="list-style-type: none"> • Good knowledge of teen pregnancy prevention/youth development issues; • Skill in making presentations to teens and answering sensitive questions regarding sex and reproductive health; Excellent interpersonal skills and ability to interact with all levels of staff, students, coaches, and outside service providers; • Ability to establish and maintain effective working relationships with wide range of community partners; Ability to understand and carry out written and verbal instructions; • Good project management and planning skills; • Excellent written and oral communication skills; • Excellent attention to details and organization; • Ability to handle multiple tasks in a fast-paced environment; • Ability to work independently; • Willingness to take initiative and follow through on projects; • Must complete background check; • Must possess a valid driver's license with a clean driving record and have access to own transportation.
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Required Education:	High school Diploma -
Preferred Education:	Associates / Bachelor's Degree - Education, Psychology, Social Work, Sociology, Criminal Justice
Required Experience:	1-2 Years - experience working with youth or in a school environment
Preferred Experience:	2-4 Years - experience working with youth or in a school environment
Required Knowledge:	Basic knowledge of Microsoft/Google suite.
Preferred Knowledge:	Fluent Spanish Speaking



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Required Certification(s):	Must possess a valid driver's license with a clean driving record.
Preferred Certification(s):	State Teaching License or Certification

Salary Grade Range:	N/A
Target Salary Range:	\$25 - \$40 per hour

Please email application and resume to gpoole@cyep.org or contact if you have questions.