**Facilitator Job Description**

**Description of duties and responsibilities:**

* Verify ability to work the following school year prior to July 31st
* Continued professional development
* Attend annual pre and post evaluative meetings to assess program efficacy
* Background check
* Drug test (every 2 years)
* Job shadow each program prior to facilitation (COPE, TEAM, Baseline)
* Set up program each day
* Facilitate groups
* Monitor large group activities
* Clean up facility and supplies at end of day
* Pre/post test distribution and collection
* Wears appropriate CDFY branded shirt to all facilitation activities
* Attends at least 1 coalition meeting per quarter (4 per year)
* Attends at least 1 CDFY event during the year
* Additional duties as assigned

**Supervisor relationships:** Facilitator reports to Executive Director

**Skills and knowledge required:**

* Educational experience – school, church, youth programs
* Love for kids
* Classroom management ability
* Ability

**Personal Qualities:**

* Demonstrates integrity and credibility
* Upholds the values of CDFY’s mission
* Exercises good judgment and decision-making capabilities
* Ability to work collectively
* Dependable
* Flexibility with changing environment and demands

**Salary Range:** As per contract for each program (100-140/day)

**Hours per day or week**: Flexible (reported monthly)