



PROGRAM FACILITATOR JOB DESCRIPTION

Position Title: Program Facilitator

Category/FLSA Status: Part-time, Non-Exempt

Supervisor: Senior Program Director or Program Director

Supervises: NA

Position Summary:

The Program Facilitator is responsible for scheduling and facilitating agency-approved groups within Tarrant County.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Administer programming directly to students.
- Coach students individually or collectively; provide referrals as needed.
- Inform supervisor and other necessary staff of problems, concerns, needs, and trends.
- Prepare program reports as requested.

Agency Mission and Goals:

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and a commitment to excellence at all times.
- Participate in goal-setting for program objectives, strategies, and tactics.

Related Agency Activities:

- Participate in periodic assessment of own performance; develop professional goals and objectives.
- Participate in staff meetings and conferences; work collaboratively with staff to meet goals.
- Participate in fundraising and volunteer engagement events as directed.
- Engage in approved continuing education opportunities as appropriate.
- Serve as an ambassador for the agency.

Minimum Qualifications:

- College courses with coursework in social work, education, recreation, psychology, and/or sociology.
- Work experience in youth services or related field.
- Skill in working with diverse clients, staff, and communities; ability to facilitate cooperative work.
- Ability to communicate with youth and foster their involvement and participation in program planning, problem solving, and decision-making.
- Knowledge of Microsoft Office programs.
- Ability to work some evenings and weekends.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license.

Preferred Qualifications:

- Bachelor's degree in related field.
- Bilingual communication is highly valued, especially candidates who are bilingual in Spanish.

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with program participants. Work is generally performed in an office or classroom setting, and may involve standing, stooping, bending, and walking. However, the agency will make accommodations when necessary. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.