

JOB POSTING

Position: Group Facilitator	
Reports To: Program Supervisor	Department: Out-of-School Time
Status: Part-time; Temporary 25 hours/week (High School Level) 30 hours/week (Middle School Level)	Hours: High School Level Monday-Friday 9:00 am – 2:00 pm Hours: Middle School Level Monday-Friday 9:00 am – 3:00 pm
Posting Date: 3/12/18	Closing: 6/1/18

Position Summary: During a six week summer program, the Summer Learning Group Facilitator will support youth in grades ranging from 6th -12th in developing leadership skills, goal setting, and enhancing communication, team building techniques, and in the building of a strong vocational identity.

High school level facilitators will through the use of the “service learning model” engage youth in the completion of a service learning project that focuses on community needs, ways to help.

Middle school level facilitators will engage youth in completion of an interest inventory, in-depth research into career clusters (e.g., research projects, guest speakers, job shadowing, work site and/or college visits), and completion of an individualized career plan through structured activities.

Responsibilities:

- Facilitate curriculum and activities for groups of 12-15 students
- Assist with providing maximum opportunities daily that are conducive to learning
- Teach skills and activities that transfer into continuous learning outside of the summer program
- Organize summer learning experiences to include planning activities that promote student interaction, and address real world applications
- Manage classroom using positive behavior management strategies
- Maintain required student enrollment and attendance to meet utilization requirements and maximum participation throughout the duration of program
- May perform administrative tasks (filing, record keeping, etc.) as needed

Qualifications:

- Some college credits (in Education or related field preferred) but will consider high school or equivalency degree candidates that don’t have college credits but do have extensive experience working with school aged/high school level youth in an educational setting
- Demonstrated ability to prioritize projects is flexible, and work effectively with attention to detail and a high level of accuracy
- Proficiency in Microsoft Word, Excel and PowerPoint as well ability to integrate a wide-range of technology and data management into daily work
- Minimum of one-year classroom or out of school time experience with knowledge of project-based learning methods
- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Ability to work with a diverse population

Interested applicants should send cover letter and resume to:

jobs@ucsep.org

Equal Opportunity Employer/Program