



Position Title:	Program Facilitator/ Recreation Assistant
Supervisory Responsibilities:	None
Budget Responsibilities:	None
Reports To:	Program Manager
FLSA Classification:	Non-Exempt
Effective Dates:	February 2025
Closing Date:	Until filled

POSITION SUMMARY:

Join Identity's Out of School Time Team as a full-time Program Facilitator working with elementary, middle and high school students and their families. Facilitators work in teams of 2-3 to plan, coordinate, and implement curriculum- and school-based programs using the Positive Youth Development Model. The elementary school curriculum focuses on literacy and social emotional skills of second and third grade students. The middle and high school component focuses on social-emotional skills and leadership development. All programs also incorporate recreation activities such as soccer, basketball, tennis, etc. The Program Facilitator will co-deliver in-person sessions at our participating schools to groups of 15-25, four days a week.

PRIMARY RESPONSIBILITIES:

1. Recruits and retains eligible youth and parents to participate in out-of-school time programs.
2. Plans, organizes, and facilitates creative and engaging in-person lessons and activities for curriculum-based programs.
3. Administers evaluation surveys for youth and collects academic report card and attendance data. Ensures the confidentiality of data and receives feedback to make program improvements.
4. Provides mentoring, coaching, advocacy, and support to youth to cultivate strong and trusting relationships.
5. Confers with Parent Outreach Workers to prioritize and meet the needs of youth and families.
6. Establishes and maintains strong and effective professional relationships with school administration, teachers, guidance counselors, and other school-based personnel to ensure the success of the program.
7. Maintains organized and updated physical and electronic files on each client, including relevant documentation: signed forms and releases. Maintains confidentiality and HIPAA requirements.
8. Maintains and updates database and records client interactions, services, and events in a timely and proficient manner.
9. Responds appropriately to emergencies that involve or impact youth safety and security.
10. Compiles and reviews data for and assists with drafting reports for submission to funders.
11. Manages inventory of program equipment, supplies, and orders client incentives, office, and program supplies, and completes all purchasing paperwork accurately.

SECONDARY RESPONSIBILITIES:

1. Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identity's strategic goals. Brings best self to workplace and shares ideas and suggestions.
2. Participates in virtual and in-person parent workshops.

3. Attends and actively participates in required training, meetings, and presentations.
4. Participates in organization's advocacy activities.
5. Primarily plans and facilitates youth recreational activities following established curriculum.
6. Performs other duties as assigned, required, or needed.

EDUCATION AND EXPERIENCE:

- High school diploma required; bachelor's degree preferred.
- Fluency in English/Spanish, both speaking and in writing, is required.
- Minimum two years of experience working with youth or community outreach/enrichment program.
- Training in Stages of Change, coaching, counseling, or adolescent development is a plus.
- Must be able to pass a federal criminal background check and a Child Protective Services background check.
- Must complete the following training upon hire: Advancing Youth Development, Child Protective Services, HIPAA, and CPR/First Aid.
- Must be proficient in MS Office and Zoom.

SKILLS AND ABILITIES:

- Knowledge of adolescent psychology (including Stages of Change and developmental stages), Positive Youth Development Model, motivational interviewing, and counseling.
- Excellent oral and written communication skills.
- Builds and maintains rapport and trust with clients, staff, and stakeholders.
- Embraces and exerts teamwork, especially with co-facilitator, to ensure success of program implementation.
- Thrives in a fast-paced environment. Prioritizes and organizes multiple projects to meet deadlines with effective and efficient use of resources.
- Works effectively under pressure while maintaining composure and handles emergencies with professionalism to defuse crisis situations.
- Enjoys being challenged and is open to learning from others.
- Continuously demonstrates a strong code of ethics and integrity when fulfilling obligations.
- Demonstrates sound judgment and decision making when working with youth and others. Shows flexibility, initiative, and resourcefulness in all actions and conversations.
- Exerts ethical judgement when fulfilling administrative work with confidential information and during interactions with clients.
- Possesses the technical knowledge and abilities to perform job responsibilities while demonstrating a high skill level as well as reliability.

WORK ENVIRONMENT:

- Must have WiFi/Internet access and a quiet working environment while working remotely, when needed.

- Position requires travel between sites. Access to a vehicle, valid driver's license, proof of car insurance, and clean driving record are required.
- May require continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 50% of the workday.
- The ability to lift and move up to 10 lbs.
- Requires light physical activity.
- Must be able to work a flexible 40- hour work week including some evenings and weekends.
- Semi-private office or open work area with controlled air temperature, noise, and occasional interruptions.

Please send resume and cover letter stating the reasons for your interest in the position to Efrain Viana, Program Manager, at eviana@identity-youth.org.