



**Girls Incorporated
of the Greater Peninsula**

Position: Program Facilitator

Hired by: Human Resources

Responsible to: Site Manager

JOB DESCRIPTION:

The facilitator's job is to *support youth to do their best thinking and practice*. To do this, the facilitator encourages full participation, promotes mutual understanding and cultivates shared responsibility. By supporting everyone to do their best thinking, a facilitator enables youth to search for inclusive solutions and build sustainable agreements as they participate in program activities.

PRINCIPAL RESPONSIBILITIES:

- Facilitate Girls Inc programs in a professional manner
- Set the example as a good role model by being attentive to all children
- No texting, cell phone and Facebook use is permitted in the classroom and may result in termination of employment
- Ensure classroom management through proper preparation and program planning prior to children coming into group
- Create a learning environment by keeping the classroom clean and educationally decorated.
- Engage children and teach life skills and character education and assist with homework.
- Ensures activities and programs are Implemented and delivered to ensure "One Girls Inc" concept
- Clean Classroom Daily
- Group rules should be posted and visible.
- Read curriculum and do program planning to keep children engaged
- Complete weekly and monthly reports
- Take attendance daily and keep track of the number of children you have within your group at all times.
- Make sure that all children are visible at all times.
- Complete detail incident reports of all incidents and discuss with the Site Lead.
- Only speak with parents in the present of Site Lead