



## Facilitator Position (Sons and Daughters with Destiny Youth Leadership Academy)

**REPORTS TO:** Director of Programs

**JOB TYPE:** Temporary (12 Month Assignment) with possible consideration for an extended assignment or permanent employment. College interns are welcomed.

Deadline for Resume: June 15, 2024

Email your cover letter and resume to [destinyadmin@destinyfamilyservicescdc.org](mailto:destinyadmin@destinyfamilyservicescdc.org) or contact us at 678-278-9002 for more information.

**PURPOSE OF POSITION:**

Destiny Family Services, CDC is looking for one (1) female Facilitator to assist in the administration, coordination, management, and facilitation of the training programs presented to program participants of our Sons and Daughters with Destiny Youth Leadership Academy during our 2024/2025 calendar. This program will be held on two (2) Saturdays a month and during the 2025 spring break. Facilitators will work one Saturday a month for six (6) hours.

**DUTIES AND RESPONSIBILITIES:**

1. The Facilitator under the guidance of the Program Department will oversee and facilitate the educational and training programs for youth between the ages of 11-17 by:
  - a. Attending 30 hours of training.
  - b. Facilitating the instruction of the curriculum and group discussions as designed for this program.
  - c. Organizing and overseeing program activities and workshops.
  - d. Clearly explaining instructions for assignments and special projects.
  - e. Assisting in the development of teaching aids to match training.
  - f. Ability to work with at-risk and underserved participants.
  - g. Delivering the program in an enthusiastic manner to ensure that motivation and performance levels are achieved and maintained.
  
2. Determine the most appropriate instructional methods to support students in developing skills to be successful in school and life as well as enhancing the involvement of their team as directed by the Destiny Family Services Staff.



3. Maintain deadlines with consistency; distribute, collect, and maintain training and student evaluation forms, program attendance, recognition criteria and other reporting procedures required by the Programs Department.
4. Prepare and maintain the physical environment of the training venues by:
  - a. Setting up the classroom, and teaching aids.
  - b. Maintaining and keeping track of equipment, materials, supplies, etc.
  - c. Ensuring that all classroom space and equipment is left clean and orderly.
  - d. Performing other related duties as assigned.
5. Actively supervise and ensure student safety by monitoring students' behavior, promoting a safe and positive classroom environment and facilitating the organization's safety procedures.
6. Modelling a positive and initiative-taking attitude; behaviors, language, and attire.
7. Attending and participating in all staff meetings and training.
8. Communicate to the Destiny Family Services' Director of Programs and parents about students' progress and behavior as instructed in training meetings.

#### **SKILLS AND QUALIFICATIONS:**

- Superior verbal and written communication skills
- Superior people and team skills
- Strong organizational and time management skills
- Exceptional knowledge of Microsoft Office Suite
- Ability to motivate and work with youth from various at-risk backgrounds while developing relationships and creating an atmosphere of teamwork.
- Background and Criminal Clearance
- References upon Request

#### **EDUCATION AND EXPERIENCE:**

- Minimum of at least one (1) – two years (2) of related experience in teaching, counseling, or any other related field.
- Minimum of an associate degree with 48 hours of credits, bachelor's or master's degree in education, counseling or a related field from an accredited college or university, preferred.

*This document describes the position currently available. It is not an employment contract. Our company reserves the right to modify job duties or descriptions at any time. Further, the company does not offer tenured or guaranteed employment. Either the company or the employee can terminate the employment relationship at any time, with or without cause, with or without notice.*