



Girls Rule, Chicago IL

Job Title:	Off Site ASP Facilitator
Position Type :	Contract (8 week project - renewable)
Post Date:	January 10, 2011
Close Date:	January 24, 2011
Job Description	
<p>Summary:</p> <p>The facilitator will provide youth group facilitations services to Girls Rule! program participants in the Southern Region. The facilitator will complete Girls Rule! Facilitator Training and utilize creative and experiential techniques to meet the learning needs of each youth.</p>	
<p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none">• Use Girls Rule! methodologies to meet the individualized needs of the youth.• Deliver youth-friendly, Girls Rule! curriculum and facilitate all workshops at designated site.• Begin workshops/classes at the designated time and facilitate a full period of instruction for scheduled program time. (two hours)• Partner with ASP Facilitator Supervisor to / modify course of study to meet social and academic ability or program participants.• Help to create and maintain a learning environment in which all youth are actively engaged and contributing members.• Adhere to the Girls Rule! Mission, Core Beliefs and Code of Conduct.• Complete assessments and work with the ASP Facilitator Supervisor to select or modify customized Girls Rule! lesson action plans to meet program objectives.• Work collaboratively with Girls Rule! staff.• Accompany and coordinate transportation for youth to attend off site sessions and events.• Complete Girls Rule! program assessments for reporting purposes.• Represent Girls Rule! within the communities served.• Complete all Girls Rule! training as required.• Manage student dismissal to after school programs and/or home.• Return classroom to the original condition.• Report any issues with the technology and/or program to the site coordinator and Girls Rule! ASP Facilitator Supervisor on a daily basis.• Maintain accurate record of student attendance by keeping daily rosters.• Actively works to maintain youth retention by meeting with the participants with excessive absences, or by communicating with site liaison.• Use a variety of teaching styles to meet different styles of students.• Coordinate graduation ceremonies for completed program cycles and all celebrations.• Follow safety measures with youth indoors and outdoors.• Responsible for communicating discipline issues with Girls Rule! Youth Development Specialists and proper site personnel.	



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- Provide choices for youth and guide them in making positive decisions. Work for self-esteem building in all participants.
- Must be active and involved with youth participants.
- Maintain working knowledge of all program statements of work and performance goals.
- Implement site procedures and policies for operation of the program.
- Assist in evaluating current procedures and practices for accomplishing objectives. Implement alternative methods for improvement of program.
- Collect data and information for periodic program evaluations.
- Must be willing to work occasional evening and weekend hours.
- Perform other duties as assigned.

Skills/Qualifications:

To perform this job successfully, an individual must be able to perform each essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skills and/of ability required.

Education and Experience:

- High school diploma with a minimum of 7 years work or volunteer experience working with youth/teens; or
- Associate degree in Human Services or Education field; three years experience working with youth/teens.
- Bachelor's preferred, GED required.
- Proficiency in computer applications, excellent written and oral communication skills, bilingual/bicultural (Spanish) preferred, access to a vehicle with insurance and valid Illinois Driver's license required.

Required Screening/Checks:

1. Drug screen
2. Background check
3. Driver's Record

Contact Information:

1. Human resources
2. Resumes@girlz-rule.org
3. No calls please

Interested Candidates should submit a completed resume and cover letter to:

Resumes@girlz-rule.org