



Program Facilitator

Employer:	College Clinic
Location:	Atlanta, Georgia
Salary:	Stipend (\$1,200)
Posted:	July 30, 2019
Closes:	August 30, 2019
Job Function:	Child Care, After School, Counselor, Direct Services, Social Services, Education, Teaching, Program, Operations, Project Management
Focus Area:	Youth Development
Position Type:	Contract / Freelance
Degree Level:	Bachelors
Experience Level:	Entry-Level to Mid-Experience

OUR MISSION: The mission of College Clinic is to transition students and parents into college and beyond through financial literacy, academic preparedness, and basic life skills. As to date, College Clinic has provided educational and college preparatory workshops to more than 10,000 middle and high school families. Our program objectives provide college access to all ranges of students from top scholars and those needing extra encouragement to continue their education after high school.

College Clinic provides college planning services by mobilizing high school counselors, college representatives, financial advisors, and career advisors to help graduating seniors navigate through the college application process. Students will be provided will individualized counseling, start planning for their future, and have access to other college resources to get students prepared for their lives after graduation.

JOB SUMMARY: The **Program Facilitator** reports to the Executive Director and will work directly with all program staff to fully implement direct program services to members and complete program evaluations and administrative duties. This position is a stipend position for the 2019-2020 school year starting August 2019 – March 2020.

PRIMARY RESPONSIBILITIES

- Directly implement planned curriculum for high school students in the program while being inclusive of all students, modeling the College Clinic approach and achieving set outcomes.
- Ensure that programming is meeting intended outcomes and collecting outcome and evaluation data as necessary.
- Work with members on academic goals and closely monitor these goals, using excellent behavior management and positive discipline techniques.
- Assure that programs meet goals and objectives established by College Clinic Board of Directors, direct supervisors and approved budget.
- Learn and utilize the College Clinic mission, and approach, as well as the development needs of students and youth development best practices.
- Communicate regularly with parents and the schools in a way that promotes their engagement in their child's development, strengthens relationships between parents and the organizations and represents the values of College Clinic
- Collaborate with other youth and human-serving organizations to develop and implement quality programming as needed.
- Work with a wide range of volunteers while positively representing College Clinic
- Assist in coordinating special events for students, parents, and community stakeholders.



Program Facilitator

- Ensure that all members have signed in and out at end of all College Clinic programs and that the classroom is safe and secure daily before departure.
- Assist in maintaining the cleanliness and functionality of the College Clinic instruction area.
- Help maintain supplies, as well as order or perform cost analysis of supplies and activities as needed.
- Attend staff meetings and trainings.
- Represent the organization well on/in meetings, community committees, partner corporations, volunteers and the general public.
- Carry other duties as assigned by Executive Director.

QUALIFICATIONS

- Belief in students and their abilities to achieve post-secondary academic goals, especially students coming from low income families and students of color
- Experience in facilitation and/or classroom instruction and understanding of facilitation best practices
- Creativity and enthusiasm for high quality youth-programming
- Clean driving record and Background Check
- Strong organizational and communication skills
- Dependable and able to work the duration of the summer program
- Ability to be flexible in scheduling of work hours
- Bachelor's Degree preferred
- Spanish and English speaking a plus

DATES TO REMEMBER

Facilitator Training & Orientation (combination of virtual and in-person training)

- Friday, August 23 or Saturday, August 24, 2019

Tentative Program Facilitator Dates are on Saturdays

- Semester 1 – 8/17/19, 9/14/19, 10/5/19, 11/2/19, 11/23/19, 12/14/19
- Semester 2 – 1/4/20, 2/8/20, 3/7/20

APPLICATION PROCESS

To apply please send cover letter, resume, and three (3) references to info@CollegeClinic.org with subject line "Program Facilitator".