



## **JOB POSTING** **Program Facilitator (Part-Time)**

Kent Youth and Family Services is hiring a Program Facilitator to work at the Birch Creek and Valli Kee Youth Centers.

The position is responsible for assisting children aged Kindergarten through 12th grade in the development of their social emotional, physical, and academic skills. This position is also responsible for the support of daily on-site supervision program activities at their assigned Public Housing community Center. Work closely with the Site Lead in program development and serve as liaison between housing residents and Kent Youth and Family Services.

**REPORTS TO:** Program Director & Program Supervisor

### **DUTIES AND RESPONSIBILITIES:**

1. Help coordinate and provide direct support and supervision for all scheduled enrichment and recreational activities as sponsored by this program.
2. Facilitate youth programming to achieve the following outcomes for youth:
  - a. Youth/children strengthen skills/assets that support positive social development.
  - b. Educationally at-risk youth/young adults make progress toward their educational goals.
  - c. Build strong role model relationships with youth and families.
3. Facilitation of youth programming includes, but is not limited to:
  - a. Overall planning of programming to align with the AfterSchool theory of change “Principles and the Youth Program Quality Initiative/Assessment,” with a focus on best/promising practices, emerging research, needs and strengths of the communities and founder outcomes.
  - b. Create, revise and establish a predictable schedule that includes clear transitions, healthy snack/meal, academic/homework time, literacy activities, free choice/enrichment time, outdoor/physical activities and clean-up time.
  - c. Create purchase orders for necessary program supplies and food for the program.
  - d. Demonstrate appropriate boundaries with youth at all times.
  - e. Maintain conflict resolution and behavioral issues with and between youth, with a focus on positive discipline, consistent consequences, restorative justice and the values of honesty, respect, safety, cooperation and responsibility.
4. Help network within the community to determine community needs and resources available for use in program development.
5. Ability to effectively navigate online educational tools like, I-Ready
6. Demonstrate positive interpersonal skills, cooperate and be able to successfully communicate with supervisor(s), co-workers, volunteers, participants, other service providers, and community residents.
7. Write weekly site reports and maintain daily site attendance, incident and accident forms, and other pertinent reports/records.
8. Attend monthly staff meetings and training programs as required.
9. Other such duties as assigned.

### **QUALIFICATIONS/REQUIREMENTS:**

- Dependable.
- Ability to work in a fast pace environment.
- Appreciation and respect for diversity and understanding of cultural dynamics.

Kent Youth and Family Services is an Equal Opportunity Minority/Female/Individuals with Disabilities/Protected Veteran and Affirmative Action Employer. We hire qualified candidates without regard to age, race, religion, color, sex, sexual orientation, gender, gender identity, national origin, ancestry, citizenship, protected veteran or disability status, or any factor prohibited by law.

- Ability to follow directions and communicate, both written and verbal.
- Ability to collaboratively interact with participants, community residents, other staff, and service providers.
- Good organizational and time management skills with the ability to multi-task to meet time lines in the implementation of recreational activities for the program.
- Provide leadership and supervision of youth in activities.
- Must be able to perform this job in a professional and responsible manner and be a positive role model for the participants served by the program.
- Must pass a Washington State Patrol background check.
- Ability to work a flexible schedule, including evenings and weekends, to meet the needs of the children and youth we serve.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Travel to meetings and program sites.
- Ride in agency vans when transportation for participants and adults is needed for recreational activities.
- Work with large groups of youth and withstand increased noise levels and/or loud environments.
- Physical agility to participate and supervise youth recreational activities.
- Be able to stand for extended lengths of time to participate or implement program and activities.
- Generally good working conditions with limited or no exposure to extremes in noises, temperature, and weather conditions.
- Ability to lift or move up to 50 pounds on occasion or with assistance.

**JOB TYPE:** Part Time

**SCHEDULE:** Monday – Friday, in the afternoon.

**PAY:** \$15.00/per hour

**OPENS:** 3/29/2022

**CLOSES:** When filled.

**HOW TO APPLY:**

- **Internal Candidates:** Submit letter of interest and resume to Cyoon McBride.
- **External Candidates:** Apply on Indeed, or submit cover letter & resume to [cyoonm@KYFS.org](mailto:cyoonm@KYFS.org), Fax 253-373-9441 or Mail to Kent Youth & Family Services, Attn: Cyoon McBride, 232 2nd Ave S, #201 , Kent, WA 98032