



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.

GENERAL 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: program planning, schedules, track/order supplies, conflict resolutions.
4. Help network within the community to determine community needs and resources available.
5. Ability to effectively navigate online educational tools like, I-Ready
6. Write and maintain reports and records. Attend staff meetings and training as required.

QUALIFICATIONS/REQUIREMENTS:

- Dependable. Work in a fast pace environment. Appreciation and respect for diversity. Follow directions and communicate, both written and verbal. 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. Provide leadership and supervision. 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. 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. Stand for extended lengths of time to participate/implement program and activities. Ability to lift or move up to 50 pounds on occasion or with assistance.

SCHEDULE: Monday – Friday, in the afternoon.

PAY: \$15.00/per hour

OPENS: 8/10/2022

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, Fax 253-373-9441 or Mail to Kent Youth & Family Services, Attn: Cyoon McBride, 232 2nd Ave S, #201, Kent, WA 98032

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.