

Family Program Facilitator Job Description

Job Title: Family Program Facilitator

Job Type: Part time (3-6 hours a week)

Reports To: Program Coordinator

General Position Summary: Family Program Facilitators act as program support staff to the Prevention Specialist. They help to ensure effective and professional facilitation of the Celebrate Families Program (CFP) and the Strengthening Families Program (SFP) with families in Kalamazoo County. These health education programs are delivered by a team of facilitators, are evidence-based, and are provided for youth and their parents/guardians. Staff also serves as a liaison between Prevention Works and community sites. **Works on average 3-6 hours per week.**

Principle Duties and Responsibilities:

1. To facilitate the Strengthening and Celebrate Families Programs within Kalamazoo County as either the parent session facilitator, youth session co-facilitator, or youth activity aid co-facilitator
2. To use allotted preparation time prior to the start of the program in order to review program agendas and assign roles for program implementation
3. To complete all evaluation reports and other related data collection documents accurately and honestly
4. To complete the full program training before working at a program site
5. To attend family program staff meetings, trainings, and meetings with supervisor as needed
6. To maintain communication with program Site Lead and supervisor regarding site progress
7. To model professional, responsible behavior at all times
8. To provide other support consistent with job roles assigned
9. To uphold the overall mission and goals of Prevention Works, Inc. and abstain from violence and the use of alcohol, tobacco, and other drugs (If over the age of 21, alcohol may not be consumed prior to or during work hours.)

Minimum Requirements:

1. Ability to work with others on a program team
2. Excellent group facilitation skills
3. Excellent verbal and communication skills
4. Excellent organizational and time management skills
5. Experience working with diverse populations as well as “high-risk” youth and families
6. Reliable transportation and phone
7. Evening availability at least one evening a week; commitment to be scheduled for at least 1 program cycle on a regular basis
8. Ability to attend all mandatory training and staff meetings
9. Should be drug free and uninvolved with violence or gang activity

Education: Minimum of high school diploma. Current enrollment or completion of undergraduate or graduate college courses in Education, Social Work, Community/Health Education, Family Studies, or related field preferred.

Qualified candidates should email (preferred method) or mail a letter of interest and resume to:

dpersky@prevention-works.org (Please use “family program facilitator” in the subject line.)

Prevention Works, Attn: Hiring
611 Whitcomb, Suite A
Kalamazoo, MI 49008

Prevention Works is an Equal Opportunity Employer.