

Job Opportunity: After School Program Facilitator

Hours: Part-time; Approximately 12-15 hours per week during school year.
Weekdays - after school hours approx. 2pm – 5pm; some evenings may be needed

Pay: \$19 per hour

Are you passionate about impacting youth in the community?

Prevention Works is looking for an After School Program Facilitator to create a safe, engaging, and supportive environment where youth can learn, grow, and thrive. This role is responsible for planning and leading educational and enrichment activities that promote positive youth development, healthy decision-making, academic success, and social-emotional skills.

Prevention Works Facilitators build meaningful relationships with participants, encourage active participation, manage group dynamics, and serve as positive role models. The position also requires maintaining program records, communicating effectively with staff and families, and ensuring all activities align with program goals and organizational standards.

Responsibilities

- Prepare and organize materials, supplies and other related documents for after school programs.
- Facilitate or assist with the delivery of after-school programming for youth and families, ensuring activities are engaging, age-appropriate, and aligned with program goals and organizational standards..
- Maintain communication with the site coordinator regarding progress of programs at site, along with any issues that need to be addressed in a timely manner.
- Assist Prevention Works team with development of materials and documents related to after school programs as needed.
- Maintain accurate, complete records of programs and projects, including program attendance sheets, participant surveys, and program reports.
- Model professional, responsible behavior when representing Prevention Works.
- Maintain confidentiality and respect the resources of Prevention Works.
- Other duties as assigned which are consistent with the goals of Prevention Works.

Education and Experience

- Minimum of one year of college coursework **or** relevant work experience.
- Experience teaching or presenting to youth and families is preferred, along with experience with diverse populations.

Skills, Knowledge, and other Competencies

- Excellent verbal and written communication skills with ability to present information and interact effectively in a classroom setting with comfort level presenting to youth and families.
- Computer and internet experience required (Microsoft Word, Excel, Google and Zoom).
- Excellent organizational skills and ability to prioritize and follow through on tasks and projects.
- Ability to work successfully both individually and in a team environment.
- Ability to make sound decisions and be accountable for them, involving others when appropriate.
- Ability to demonstrate an understanding of the mission and vision of Prevention Works and support organizational decisions.

Other Requirements:

- Meet the requirements for the background check process.
- Valid driver's license and access to reliable transportation to assigned work location.

If you desire a position where you can impact youth, apply to join the team! Training will be provided.

To apply, click on this link:

<https://www.cognitoforms.com/PreventionWorks1/PreventionWorksEmploymentApplicationAfterSchoolProgramFacilitator>

Please apply by : August 3rd, 2026

Prevention Works is an Equal Opportunity Employer.