



Prevention Works (PW) is transforming our community by improving the health and quality of life for all. This is accomplished by providing transformative, evidence-based services to youth and families throughout the greater Kalamazoo community. We're giving individuals tools to make healthy decisions.

Job Title	Program Facilitator	Job Type	Part-Time
Reports To	Program Manager	Job Classification	Non-Exempt, Hourly
Approved	July 15 th , 2026	Pay	\$19 per hour

SUMMARY

Prevention Works, Inc. (PW) is a non-profit health education organization with a mission to transform our community by improving the quality of life for all. The Program Facilitator is responsible for delivering and facilitating, and/or assisting with the facilitation of our current prevention programs in schools to youth 9 -17 years old, while maintaining accurate, complete records of programs and projects. The Program Facilitator position is Part-Time, approximately 6 - 12 hours per week when programs are in session. Sessions follow the school year with some summer programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilitation

- Facilitate prevention programs to youth and families with program fidelity, properly implementing evidence-based programming and ensuring that program objectives are effectively met with good engagement and participation.
- Prepare and organize materials, supplies and other related documents for prevention programs.
- Assist PW team with developing new or revising current materials and documents related to prevention programs as needed.
- Maintain communication with Program Managers regarding progress of programs at each site.
- Maintain accurate, complete records of programs and projects, including program attendance sheets, participant surveys, and program reports.
- Effectively communicate with partners regarding program progress, issues that need to be addressed and commitment to shared priorities.
- Model professional, responsible behavior when representing PW and maintain confidentiality and respect PW resources.
- Other duties as assigned which are consistent with the goals of PW.

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.
- Embrace and demonstrate an understanding of the mission and vision of PW and support organizational decisions.
- Ability to maintain an open mind and to recognize and embrace cultural differences.
- Ability to foster a non-judgmental environment and develop genuine connections, new thinking, and collaboration, while communicating unbiased responses with youth and adults.

OTHER REQUIREMENTS

- Valid driver's license and access to reliable transportation to all assigned work locations.
- Meet requirements for the Background Check.

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/PreventionWorksEmploymentApplicationProgramFacilitator2026>

Please apply by: August 3rd, 2026

Prevention Works is an Equal Opportunity Employer.