



JOB DESCRIPTION

Position Title: Girls Circle Facilitator
Reports To: Girls Empowerment Coordinator
Supervisory Responsibility: No
Temporary, Part-time, Hourly, Non-Exempt
Wage/Salary: \$13.00/Hour

Work Schedule:

20-25 Hours/Week. Primarily Monday – Friday, 7:30am – 6:00pm. Some weekends may be required. Final work schedule to be set with selected candidate to accommodate group schedules.

POSITION SUMMARY:

The Girls Circle Facilitator(s) facilitates several Girls Circle and/or Girls for Change groups at assigned schools or human service organizations weekly. Girls Circles are gender-specific, strengths-based groups for girls using the Girls Circle curriculum. Girls for Change is a group focused on creating positive social change. Groups typically meet once or twice per week for approximately 1-2 hours. Groups are typically scheduled during the day and the afternoon Monday through Friday.

Essential Duties and Responsibilities include the following:

- In collaboration with the Girls Empowerment Coordinator, assists in coordinating the day/time/location for groups.
- Serves as the primary or secondary facilitator for several groups each week, facilitating group discussion, ensuring opportunities for participation by all girls and following the group guidelines using a strengths-based approach and integrating the Oasis' mission, vision and values. Fosters a safe and welcoming environment for group participants.
- Serves as the liaison to each of the schools or agencies where the facilitator leads groups. Maintains a positive, cooperative relationship with staff at service sites and parents or caregivers of the girls served.
- Chooses, with consultation of Girls Empowerment Coordinator, an appropriate curriculum module and group activities for age and developmental level of participants. Prepares for each group session, including reviewing the curriculum for the week and gathering and/or preparing all necessary materials.
- Administers, scores, maintains and submits pre- and post-surveys, intake paperwork, sign-in sheets, case notes and other grant required documentation in a timely and accurate fashion.
- Discusses the status of groups with the Girls Empowerment Coordinator weekly, including concerns about group participants. Follows organizational protocol to ensure the safety of the youth.

- Participates in staff meetings, in-service training, agency events and workshops.
- Supervises, evaluates, and trains volunteers/interns as necessary.
- Identifies and refers girls from the Girls Circle program who are appropriate and would benefit to other services services provided by Oasis.

Education and/or Experience and Technical Skills:

- Demonstrated experience working with adolescents and diverse populations required.
- Experience working in a gender-specific program with girls preferred.
- Working knowledge around the importance of girls' empowerment and empowering girls-only space.
- Proficiency in basic computer skills using office software such as MS Word, Excel, Access database software; calculators and other office equipment is required.
- Current Florida driver's license and clean driving record required.
- Clean criminal background screening at the local, state and/or national level.

Other Requirements:

- Must adhere to Agency values and principles.
- Upholds the ethical standards of the Agency.
- Follows policies and procedures of the Agency.
- Must work as required to fulfill workload requirements.
- Must have reliable transportation to and from the agency and all service sites.

Key Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal – Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to ideas and tries new things; focuses on solving conflict.

Oral and Written Communication - Participates in meetings; writes clearly and informatively; edits work for spelling and grammar.

Teamwork – Exhibits objectivity and openness to views; gives and welcomes feedback; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; respects diversity.

Customer Service – Responds promptly to staff and client needs and requests for service and assistance; meets commitments.

Initiative – Volunteers readily; looks for and takes advantage of opportunities; undertakes self-development activities.

Physical Demands: The physical demands of this job include manual dexterity. The employee is required to sit, stand and walk. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics can be stressful, is fast-paced and requires alertness and flexibility. The noise level is generally quiet; however, noise can accelerate to moderate and high levels.

To Apply: Send resume and cover letter to Admin@theoasiscenter.net

Applicants must be available to start work by August 19th.

Posting opens 7/11/2019. Posting closes 7/29/2019.