

YMCA of Southwestern Indiana Part-Time Job Posting

Position Description: Outreach Program Facilitator

Job Title: Program Facilitator

Supervisor(s): Program Coordinators and Program Directors

Location: Various Vanderburgh and Warrick schools and Caldwell Community Center

Hourly Rate: \$9

Hours Available: Must be able to work a **minimum** of 6 hours per week. Candidates may work up to 28 hours a week (After-school hours are flexible offering daily shifts between the hours of 2:30-7:30pm Monday- Friday; Weekend hours available for outings and special events) ... hours will vary based on school location.

Benefits: Free Family Membership, Program Discounts, Pension (once qualifications are met), & Professional Development Training

Job responsibilities will include the following:

The Community Outreach Program Facilitator, with direction from the Program Coordinator and Community Outreach Program Director, serves as a mentor to school-age children using character development curriculum provided by the YMCA. The Facilitator plans and implements small group (10-14 youth) activities for after-school programs. This position also requires an individual to follow and uphold the mission of the YMCA of Southwestern Indiana, Inc.

Requirements:

- High School Diploma, some college credits preferred
- Possess a valid driver's license and be 21 to drive company vehicles (requirement for some positions)
- Effective communication skills, both written and verbal
- Basic computer skills preferred (Email)
- Previous experience with youth in a formal setting preferred
- Display core values of the YMCA (caring, honesty, respect, responsibility, faith)
- Other duties deemed necessary by the Program Coordinator and Community Outreach Program Director
- Recruit students for programs
- Be able to commit to working one school year
- Collect, review, and maintain all necessary documentation for participants
- Follow daily curriculum schedule
- Plan and implement youth activities

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Our Mission: The YMCA of Southwestern Indiana, Inc. following the example of Jesus Christ, responds to community needs by serving all people, especially youth, through relationships and activities that promote healthy spirit, mind and body.