

PROGRAM FACILITATOR

Purpose Statement

The job of Program Facilitator was established for the purpose/s of overseeing the development and implementation of one or more programs; overseeing the project timeline, purchasing, contracts, personnel, activities/services, evaluation, reporting, and District and community-wide coordination; ensuring program quality and performance related to recruiting, screening, matching, and monitoring; and communicating directly with participating staff, community members, and customers.

This job reports to Administrator or Chief Public Relations Officer

Essential Functions

- Acts as a positive role model in all interactions with program participants (e.g. students, parents, District staff, community, etc.) for the purpose of advocating respect and cooperation among participants and enthusiasm for the program.
- Attends various meetings and trainings (e.g. national, regional, school administrative) for the purpose of advancing the integration of the program.
- Collaborates with all partners regarding implementation of and coordination of services (e.g. District staff, students, parents, community organizations and participants) for the purpose of meeting project goals and objectives.
- Coordinates with consultants (e.g. project evaluator, presenters, etc.) for the purpose of facilitating their project roles and responsibilities.
- Creates and manages recruitment plans (e.g. development and distribution of activity plans, program marketing materials, and presentations to targeted organizations, etc.) for the purpose of maintaining the integrity of the program and ensuring a presence at key community events.
- Develops and maintains project data (e.g. website, newsletter information, links, spotlights, administrative updates) for the purpose of ensuring that accurate and updated information is conveyed to the District and the community.
- Develops and manages resources (e.g. policy and procedure manuals, etc.) for the purpose of supporting and sustaining project goals and objectives.
- Manages services provided to targeted population (e.g. students, parents, staff, community, etc.) for the purpose of ensuring that customers are served in accordance with program goals and objectives.
- Manages the project budget for the purpose of ensuring compliance with financial project goals and objectives.
- Oversees inquiry and orientation process for the purpose of ensuring that excellent public relations and customer service are provided.
- Oversees staff and/or program customers (e.g. recruitment, screening, training, payment, matching, monitoring, termination, and all related paperwork) for the purpose of ensuring that the program quality and integrity is maintained and performance goals are met.
- Participates in various collaborative organizational activities (e.g. various community organizations, District committee meetings, Project steering committee, etc.) for the purpose of developing resources and building strong working relationships in support of program goals and objectives.
- Provides training for participating staff (e.g. organizes, conducts, and oversees) for the purpose of ensuring necessary resources and education are provided and implementation of program services are successful.
- Reports to various district and community boards and organizations (e.g. Board of Trustees, Project Steering Board, Continuous Improvement Management team, etc.) for the purpose of presenting and disseminating information on the status of program goals and objectives.
- Researches programs (e.g. enrichment activities, etc.) for the purpose of providing current and engaging curriculum for students.

- Schedules a variety of activities (e.g. meetings, travel arrangements, staff coverage, facilities usage, etc.) for the purpose of ensuring efficient utilization of resources, equipment, and facilities.

Other Functions

- Performs other related duties as assigned by supervisors for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications; working collaboratively with others within and outside of the District, which includes being experienced with community collaboration and youth development, a positive working relationship with area school systems and community agencies; skilled at data collection and electronic data management; and competent in basic grant writing and program reporting.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: understanding of the program principles and methodology; knowledge of program policies and procedures; working knowledge of current and proven methods in use of resources; understanding of the theory and practice of various assessments, documentation, and program matching; effective collaboration and coordination, as manifest in communication, organization, motivation, and conflict resolution capabilities; competent in work with diverse and grassroots communities, as well as with community mobilization and outreach; practices of working in a collaborative environment; and Spanish speaking and writing is preferred.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; adapting to changing work priorities; providing administrative and professional leadership; developing and implementing effective and efficient content and delivery programs, services, and activities; selecting and supervising speakers and trainers; working cooperatively and collaboratively with other departments and divisions; identifying and responding to issues, concerns, and needs; problem solving; implementing recommendations in support of goals; allocating limited resources in a cost-effective manner; and communicating clearly and concisely, both orally and in writing in English, and preferably, Spanish.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License
Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt 69X

Approval Date

10/25/2007

Salary Grade

Exempt 69X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____