



## Part-Time Program Facilitator

**Reports to:** Director of In-School Operations

**Category:** Non-Exempt

**Status:** Part-Time

**Benefits:** Flexible Schedule

**Work Location:** Main Office/School Classroom

### PURPOSE OF THE POSITION

The mission of BridgeWays is to instill a genuine sense of hope, purpose, competence and self-worth in children and youth, and to assist educators and parents in their nurturing and supportive roles. One way this mission is achieved is through the delivered of outcome specific programs and lessons in school classrooms across central Alabama. The primary purpose of the Program Facilitator position is to directly deliver those programs educating students, and supporting teachers.

### POSITION OVERVIEW

As a part-time Program Facilitator for BridgeWays, you will be responsible for delivering programs and curricula to students in school classrooms, gymnasiums and/or auditoriums, during the school year. *The responsibilities and qualifications of the Program Facilitator position are as follows:*

### RESPONSIBILITIES

#### 1. Program Delivery:

- Deliver BridgeWays' engaging and interactive youth development programs in designated school classrooms.
- Maintain a comprehensive understanding of lesson plans and activities that align with program objectives and educational standards.

#### 2. Student Engagement:

- Build rapport with students to encourage participation and enthusiasm for learning.
- Adapt teaching methods to accommodate different learning styles and needs.

#### 3. Collaboration:

- Participate in regular BridgeWays team meetings to discuss progress, challenges, and best practices.



#### 4. Monitoring and Reporting:

- Observe and assess student progress and behavior, providing feedback and support as needed.
- Maintain accurate records of classroom demographics and program outcomes.

#### 5. Professional Development:

- Participate in BridgeWays staff orientation to implement program curriculum in accordance with BridgeWays program standards.
- As requested, participate in training sessions and workshops to enhance skills and knowledge related to youth development and education.

### QUALIFICATIONS AND SKILLS

- High school diploma or equivalent; 1+ years of experience in youth development, education, or related field.
- Strong verbal and written communication skills
- Excellent time management
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Valid Alabama driver's license and reliable transportation
- Ability to work during school hours.
- Light lifting and the ability to sit or stand for up to four hours at a time.
- Passion for youth development and education.

*Remember, this is just a general job description, and specific requirements may vary from time to time depending on BridgeWays' needs.*