



Position Title: Program Facilitator

Category/FLSA Status: Exempt

Supervisor: Program Director

Direct Reports: No Direct Reports

Position Summary

The Program Facilitator will ensure the successful delivery of technical training and life skills development programs to our students in Collin County Juvenile Services. Programs will be delivered after school hours with some flexibility in the summer. Program Facilitators deliver programs at Collin County Juvenile Detention Center in McKinney, Texas.

Primary Responsibilities and Duties Program Implementation

- Utilize experience to plan and facilitate assigned programs
- Create a learning environment that is safe, challenging, and engaging
- Create positive relationships with students and staff to ensure high levels of satisfaction with programs
- Deliver high-quality, impactful programs in person, and occasionally, virtually if needs arise
- Ensure necessary program data is collected to support grant outcomes and impact
- Monitor program implementation to ensure success and recommend program improvements
- Attend staff meetings, training events, and workshops to continually increase knowledge and skills
- Keep abreast of trends in youth development to strengthen knowledge and support programming efforts

Administrative

- Create high-quality written lesson plans according to Youth With Faces's standards and project timelines
- Maintain inventory of program supplies and submit supply orders in a timely manner
- Maintain attendance records for participants and volunteers
- Ensure proper collection of impact data and administration of outcomes surveys
- Assist with data entry into participant database

Other duties as assigned by Program Director



Qualifications

- Classroom instruction experience
- Excellent organization and communication skills
- Personal qualities of integrity, credibility and a commitment to and passion for Youth With Faces' mission
- Experience working with Opportunity Youth is preferred
- Must be able to pass a background check

Details

Youth With Faces is hiring for a full-time program facilitator. The facilitator will work at the juvenile center in McKinney. Interested applicants should send a resume, cover letter and salary requirements to Chris Quadri, CEO, at info@youthwithfaces.org.