

**YWCA Anchorage**  
**Girls Circle/The Council for Boys and Young Men Facilitator**  
**Job Description**

**Classification:** Part time, temporary position, no benefits other than required by law.

**Salary:** \$19.23 – \$20.19/hour

**Time:** Varies, depending on when circles/councils meet and preparation time, but generally two hours per week, per group, based on facilitator's schedule (usually from 10 am to 1 pm, or 3 pm to 6 pm)

**Hours:** Cannot exceed 19.75 hours per week or 120 work days.

**Reports to:** Youth Programs Coordinator and Director of Youth Empowerment

**General Description of Duties:** The Girls Circle/The Council for Boys and Young Men Facilitator will be responsible for facilitating one or more groups at the assigned schools or other meeting locations during lunch time or after school. She/he will follow the format and selected curriculum model as much as possible.

**Specific Responsibilities:**

**Administrative Facilitator Duties:**

- Attend Girls Circle/The Council for Boys & Young Men training at the YWCA Anchorage prior to facilitating a group (some exceptions will be made per the Director of Youth Empowerment);
- Attend two meetings per semester at the YWCA Anchorage, pending request of the Youth Programs Coordinator;
- In conjunction with the Youth Programs Coordinator, assist in coordinating the day/time/space for the groups at assigned schools;
- Work cooperatively with the school or facility liaison in relationship to the space and the youth in the group; share with the liaison any written information going home to the girls/boys for their review before distribution;
- Administer pre- and post-surveys to each group;
- Contact the Youth Programs Coordinator bi-weekly to update her on the status of the circle/council;
- All materials must be completed and returned at the end of the semester or school year, per the direction of the Youth Programs Coordinator (i.e. program supplies, pre- and post-surveys, attendance sheets, payroll, other administrative documents, etc).

**Facilitator Duties:**

- Choose, with consultation of Youth Programs Coordinator and School Liaison, an appropriate curriculum for age level of participants;
- Prepare for each group session, including reviewing the curriculum for the week and gathering and/or preparing materials;

- Facilitate the group discussion, ensuring opportunities for participation by all girls/boys, and following the group guidelines using a strengths-based approach;
- Maintain a safe and welcoming environment;
- Discuss with the school liaison and the Youth Programs Coordinator concerns about girls/boys that may need to be reported to OCS, the school, or the parents, and in the case of a mandated reporting situation, follow organizational protocol to ensure the safety of the youth;
- Act as a representative of the YWCA Anchorage while performing Facilitator-related duties (arrive in a timely fashion, observe school regulations, clean meeting area upon completion of group, notify appropriate individuals of absences per policy, etc).

**Job Requirements:**

- Experience working with girls/boys ages 9-18
- Experience facilitating group discussions
- Experience working with youth from diverse backgrounds
- Ability to work cooperatively with other adults.
- Support of the YWCA's mission of Eliminating Racism and Empowering Women
- Must complete training hours and be reliable, prompt and professional
- Strong communication skills
- Must commit to working at least one semester, preferably two semesters
- A criminal background check and interested person's report is required.

**Note: Criminal background check at state and national level required. Position open until filled.**

**Please submit a cover letter, resume, and three references to the YWCA Anchorage at 324 E. 5<sup>th</sup> Ave, Anchorage, AK 99501, fax to 907-644-9650, or email to Kris Pitts at [kpitts@ywcaak.org](mailto:kpitts@ywcaak.org)**

**Please contact Kris Pitts, Youth Programs Coordinator, for more information at [kpitts@ywcaak.org](mailto:kpitts@ywcaak.org) or 907-644-9630.**