FACILITATOR JOB DESCRIPTION

Site staff select and collaborate with a program facilitator who will help plan the program and facilitate dialogue around the featured texts. Program facilitators can also coach site staff to build competencies around working with youth and designing programs for them.

Facilitator Responsibilities
Program facilitators have an important role in Teen Reading Lounge. Facilitators can often model best practices for working with teens, and support or complement the staff by providing a new perspective or skillset. They are site staff’s creative partner during the program; they collaborate with site staff and teens to co-create a rewarding humanities experience that allow teens to explore topical issues related to their lives and strengthen skills in four areas: interpersonal relations, problem-solving, communication, literacy and leadership.

The facilitator can also help a site identify strategies to connect with young people, recruit them to the program as well as ways to connect with parents/caregivers and community partners.

The facilitator must attend each session and additional planning meetings needed to design and implement the program. Facilitators are also required to attend all Teen Reading Lounge training workshops with site staff.

Required Experience
A program facilitator should hold a Bachelor’s degree or higher in the humanities, arts education or similar field. They should have experience leading humanities discussions and/or designing project-based learning experiences that may feature civic engagement opportunities. They should possess a strong knowledge of issues facing youth, particularly if a site is interested in working with teens from ethnically and culturally diverse communities, or teens with special learning needs. PHC recommends finding a facilitator that can relate to youth in your region and has a working knowledge of your community.

Strong facilitators will compliment staff capabilities and may have the following skills/qualities:

- Strong knowledge of the humanities
- Strong experience planning project-based learning opportunities and/or that build 21st century learning skills in high-school aged youth. Some experience with youth civic engagement projects is preferred.
- Experience planning and facilitating book discussion with youth
- Strong communication skills, particularly communicating and interacting with target audience.
- Strong knowledge of issues facing the community, particularly those facing youth. If the site is interested in reaching a specific audience, the facilitator should have knowledge of that particular community and have experience designing and facilitating programs for them.
- Flexibility to work with many partners, including site staff, parents/caregivers, teachers and community members (artists, guest speakers, etc.).
- Knowledge of community youth development resources and services in the host site’s community.

All facilitators must have current state clearances (Child Abuse History and Criminal Record Check, FBI Clearance) in place before the program begins.