

YWCA Southwestern Illinois Boys Council Program Facilitator Job Description

Title: Boys Council Program Facilitator **Reports to:** YWCA Executive Director

Hourly Wage: \$15.00-\$18.00 depending on qualifications

Position Type: ___ Full Time X Part Time

What is Boys Council? The Council is a strengths based group approach to promote healthy masculinity development for boys and young men

What is the facilitator's role? A facilitator is the guardian of the circle space. One who leads, listens, encourages, stimulates thinking, provides resources, and protects. Of utmost importance is the facilitator's primary task: protecting the physical, emotional, and social/cultural safety of the group. Other aspects of the facilitator's role include preparation for circle activities (snack prep, shopping for supplies, lesson review, creative activity prep), administrative tasks (sign-in sheets, permission slips, surveys, etc.), and weekly reports of circle happenings. This is a part-time opportunity *averaging 20-25 hours per month*.

Minimum Qualifications:

- 21 years plus
- Education: High School Diploma or GED (**PREFERRED Qualifications - college coursework in child development, social work, counseling, human services, or other related field)
- Experience with male youth aged 9 to 18 years in group setting

Job Functions

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Key Job Functions:

- Select unit from the One Circle Foundation Curriculum and deliver outlined weekly activities
- Prepare materials and supplies for creative activities
- Prepare snacks and drinks for distribution to boys
- Complete detailed facilitator reports for each meeting and submit weekly to YWCA

- Take attendance at each meeting and provide attendance records to YWCA
- Administer pre-surveys, post-surveys, and satisfaction surveys
- Ensure collection of ALL permission slips and income surveys, and ensure they are filled out completely and correctly.
- Take quality photos of meetings and activities
- Reach out to families with Boys Council updates
- Communicate any issues with parents (behavior, attendance, etc.)
- Coordinate with YWCA for needed materials, supplies, snacks, and drinks
- Meet with YWCA staff on Boys Council progress

Personal Qualities

- Must be comfortable discussing various topics relating to development and social justice
- Must be able to form genuine connections with male or youth who identify as male ages 9-18
- Respond calmly and appropriately to crises or behavioral issues
- Must maintain confidentiality
- Must have excellent communication skills, oral and written
- Must be punctual, reliable, and consistent

Desired Skills:

- Innovative thinker
- Demonstrates high level of leadership
- Experience working with boys ages 9-18
- Experience dealing with girls experiencing poverty or trauma in their lives
- Credible, engaging, inspires confidence and maturity
- Highly developed interpersonal capabilities
- Highly developed verbal communication skills

Physical Requirements

- Facilitators will be responsible for occasional lifting and transporting of supplies to and from YWCA and meeting locations (within Madison County, IL)
- Reliable transportation

Ideal Candidates will be passionate about the mission of YWCA of eliminating racism, empowering women and promoting peace, justice and dignity for all persons.

Location: Various locations in Madison County

YWCA Southwestern Illinois is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veteran's status or disabled veterans' status.

YWCA is an Equal Opportunity Employer committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers and service partners. Therefore, YWCA employment, advancement and leadership recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression, marital status, national origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.

The job description for this position does not state or imply that these are the only activities to be performed by the employee holding this position. As needs of the organization change employees may be required to follow other and sometimes new job related responsibilities.

In accordance with the Americans with Disabilities Act, it is possible that requirements be modified to reasonably accommodate disabled individuals. An individual seeking such an accommodation should contact the Executive Director.

Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

I understand that I am responsible for the satisfactory execution of the essential functions described in this job description, under any and all conditions as described.

Employee Signature

Date