

YWCA Southwestern Illinois Girls Circle Program Facilitator Job Description

Title: Girls Circle Program Facilitator

Reports to: Executive Director

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

Position Type: ___ Full Time X Part Time

What is Girls Circle? Girls Circle is a model of structured support groups designed for youth that identify with female development. The purpose of Girls Circle is to provide a safe, supportive, and creative environment that encourages the development of confidence, honesty, and communication skills in girls. Girls Circle aims to counteract the forces that may cause detriment to growth and development by promoting an emotionally safe setting and structure for girls to find their authentic voice.

Girls Circle occurs in sessions of 8-12 weeks, meeting once a week for 90-120 minutes. Each session focuses on 1 of the 13 themed units. One Circle Foundation (developer of Girls Circle Model) has prepared an abundance of resources for circle facilitators and other program staff including outlined lesson plans, creative activity ideas, and training manuals. The ideas are outlined, but it is up to the facilitator to deliver the material in an authentic, relatable, and engaging way.

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 youth aged 9 to 18 years in group setting
- Must be comfortable discussing various topics relating to female development and social justice
- Must be able to form genuine connections with female youth 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 girls 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

- Girls Circle facilitators will be responsible for occasional lifting and transporting of supplies to and from YWCA and Girls Circle meeting location (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