

21st CENTURY MSAD 58 ENRICHMENT FACILITATOR

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Enrichment Facilitator reports directly to the 21st Century Site Coordinator and works collaboratively with teaching staff and administration. This position is part-time for a total of 12 hours per week. Day-time and late afternoon hours available.

PRIMARY FUNCTIONS:

- Creating a safe, positive environment that supports children's social, emotional, intellectual, and physical development
- Reinforcing children's self-confidence through skill-building and character development
- Working directly with staff, students and volunteers to inspire children to engage with the program's activities and experience healthy lifestyle choices
- When not leading an enrichment activity, if requested, assisting with academic activities, physical fitness activities, games, leadership trainings, small-group student meetings, snack distribution, and other activities as directed
- Participating as requested in planning, preparation and training with a commitment to learn and apply new knowledge

KNOWLEDGE AND ABILITIES:

- Approved approaches to caring for grades K-8 aged children
- Excellent verbal and written communication skills including facilitation skills and leadership skills
- Demonstrated proactive problem solving, teamwork, innovative thinking, creativity, patience, and flexibility
- Ability to conduct and assist with group activities, such as reading aloud, story-telling, homework help, and other academic activities
- Demonstrated commitment and ability to support and mentor youth in a positive manner
- Commitment to children's health and child, family and community resiliency philosophy of the 21st Century Kids of Northern F.R.A.N.K.L.I.N. program
- Willingness to follow the policies and procedures of both the 21st Century Kids of Northern F.R.A.N.K.L.I.N. program and MSAD 58.
- Willingness to work with socially, culturally and economically diverse populations.
- Maintain flexible scheduling for completing tasks and attending special events as necessary, including evenings and weekends when required
- Work with children or small groups of students in community-based programs
- Analyze situations and suggest appropriate action, make decisions and exercise good judgment
- Work independently with minimal supervision and also as a team member
- Work under pressure and prioritize workload
- Ability to multitask and assess children's needs
- Coordinate and track multiple activities

- Maintain confidentiality according to regulations and procedures
- Experience using Zoom
- Ability to work independently and remotely, if necessary

QUALIFICATIONS:

- Must be at least 16 years old (prefer college aged) and have experience working with children
- Successful history of engaging in activities and working collaboratively
- Successful completion of all background checks

**Job description, hours, and workdays subject to change if contract or funding requirements change