

## **21<sup>st</sup> 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 21<sup>st</sup> 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