

ALTERNATIVES FOR GIRLS

Job Description

Job Title: Group Facilitator (Part-time: approx 15-20 hours per week) - 3 Positions Vacant

Department: Community-Based Prevention Services

Reports To: Associate Director

FSLA: Non-Exempt

Date: September 30, 2011

AGENCY DESCRIPTION

Alternatives For Girls (AFG) helps homeless and high risk girls and young women avoid violence, teen pregnancy and exploitation; and helps them to explore and access the support, resources and opportunities necessary to be safe, to grow strong and to make positive choices for their lives.

Description:

Under the direction of the Community-Based Prevention Services Associate Director, the Group Facilitator will be directly responsible for the development, coordination and implementation of groups for youth between the ages of 3-18.

SUMMARY OF RESPONSIBILITIES:

Client-Centered Activities:

1. Coordinate as many hours/year of activities/workshops that are required based on grant goals for youth ages 3-18, as needed to meet grant and program goals.
2. Develop, coordinate and/or implement developmentally appropriate activities and workshops for youth aged 3-18 utilizing evidence-based curricula.
3. Collect, organize and disseminate data as it relates to the youth and families participating in programming. Data collected may include geographic location, race/ethnicity, income, exposure to violence, etc.
4. Work with participants in the planning and facilitation of activities and workshops.
5. Work together with the Department Associate Director and other program staff to insure that each program participant is achieving progress toward her goals.
6. Act as an advocate for girls on school, community, interpersonal, and family issues, as required.
7. Helping with the regular transporting of girls to and from events.

Administrative Activities:

1. Supervise and train volunteers who assist with the participant services the position is responsible for.
2. Complete all relevant documentation to services supervised.
3. Assist in collecting data for client files.
4. Compile statistics and complete narratives that contribute to monthly, annual, and other reports.

Intra-Agency Relations:

1. Participate actively as a member of the Prevention Services and assist in facilitating working relationships with staff in other agency components.

Inter-Agency Relations:

1. Help develop and nurture strong relationships with other agencies through visits, phone contacts, letters of agreement and referrals in order to insure client access to needed services.
2. Represent AFG in a professional and positive manner at all times.

Personal Growth and Development:

1. Work toward progress in the area of professional development through attendance at in-service training as well as external training opportunities.
2. Research helpful resource materials to support programming and access training opportunities to improve own skill / performance at AFG.

Other Job Duties as Assigned (secondary)

II. JOB REQUIREMENTS AND QUALIFICATIONS:

Job related background and preparation:

- Bachelor's degree in Social Work, Education, or related Human Service field preferred. (Note: Due to the mission and requirements of the program, a combination of education and work/life experience in areas relative to this position may meet this requirement.)
- Additional 2 years experience working with, and knowledge of youth aged 3-18 years old who are involved in high risk activity, including: gang activity, violent behavior, drug use or selling, domestic violence, school truancy, sexual activity; and youth who are living in high risk situations, such as violent neighborhoods, domestic violence, or family members with substance abuse problems.
- Proven facilitation experience.
- Familiar with the Detroit community and with accessing resources in the community.
- Experience and comfort in working with culturally diverse populations.
- Excellent verbal and written communication skills.
- Fluency in Spanish preferred.

General Qualifications:

- Flexibility, reliability, stability and consistency in job performance.
- Ability to handle crises, maintains confidentiality, and tolerates stress professionally.
- Willingness to maintain a flexible work schedule.
- Knowledge of computer word processing and database programs.
- Valid Michigan driver's license, excellent driving record and access to personal vehicle.
- Microsoft Office Suite knowledge preferred.

III. PHYSICAL DEMANDS / WORKING CONDITIONS:

- Extensive local driving required as part of outreach and community activities.
- Moderate lifting of program supplies and donations required on a regular basis.
- Regular involvement in physical fitness activities with program participants.

Salary Range: \$12.53 - \$14.97 per hour, to start, depending on experience

Send Resume To: Shirley Belchunas, HR Manager
 Alternative For Girls
 903 W. Grand Blvd.
 Detroit, MI 48208
 sbelchunas@alternativesforgirls.org

Positions are posted for five days internally after which time external candidates may apply.

*Women and minorities are encouraged to apply.
 Alternatives For Girls is an equal opportunity employer.
 AFG enjoys a smoke-free environment.*