

Girls2Women-Virginia

Circle Facilitator Role & Responsibilities



Classification: Independent Contractor (Individual responsible for paying taxes)
Supervisor: Executive Director
Pay: \$24.00 /hour for 3-15 hours per week

Position Overview:

Duties/ Responsibilities

- Awareness and adherence to all G2W-VA protocols
- Facilitate up to 5 G2W Circles (2 to 4 sessions monthly per circle) which includes:
 - Managing the flow and safety of each Circle
 - Holding pre and post debrief sessions to train and support volunteer mentors
 - Planning and coordinating Circle activities and lessons using Mentor Resource Manual
 - Coordinate with School Liaison to recruit mentees
 - Ensure a minimum of 2 trained mentors present for each circle
- Maintain Circle records which includes:
 - Encourage families to complete on-line application ; Enter paper applications as needed
 - Complete Attendance & Circle Recap form after each circle
 - Complete Incident & Activity Reports as needed
- Attend monthly Mentor or Facilitator Leadership Meetings
- Communicate weekly with G2W-VA Executive Director (not always a formal meeting - may be email/phone)
- Check-in weekly with designated school liaison as part of pre & post circle planning
- Coordinate with the school liaison on collection of metric data from assigned schools:
 - Grades
 - Attendance
 - Any Other pertinent information - behavior, life changes, etc.
 - Other assessment data for assigned Circle (ex - surveys)
- Coordinate with G2W-VA Event Representative on Event/Volunteer opportunities
- Attend other trainings as requested
- Maintain confidentiality of all G2W-VA related information
- Comply with School, School District, and other applicable regulations
- Timely response to communications
- Other duties as assigned

Qualifications

- 20 Hours group facilitation experience, or experience working with a group of 8 or more youth in a classroom, afterschool, or recreation environment
 - Candidate new to G2W-VA will be shadowed by experienced G2W-VA Circle Facilitator for 3 weeks)
- Strong skills in human relation, listening, and problem solving
- Computer experience
- Maintain reliable transportation and necessary insurance
- Complete G2W-VA Mentor Application
- Pass a background check
- Honesty, Integrity, Commitment, and Enthusiasm in all work-related endeavors.
- Leadership: Must exhibit lead by example abilities, good communication and social skills, strong analytical skills and the ability to multi-task.
- Professionalism: Must be trustworthy and model positive professional behaviors internally with all audiences; maintain confidentiality; avoid discussion of in house matters to others outside organization.