



## ENRICHMENT FACILITATORS

The 21<sup>st</sup> Century Kids of Northern F.R.A.N.K.L.I.N. Enrichment Facilitators will report directly to the 21<sup>st</sup> Century Site Coordinator. This position is part-time with 20 hours a week during the 2018 summer beginning July 2<sup>nd</sup> for 5 weeks and 10 hours per week after school for the 2018-2019 school year. Candidates may apply for *only* the summer position, *only* the school-year position, *or both* the summer position and the school-year position. Please specify on your application which you will be applying for.

### QUALIFICATIONS

- Experience working with children in the childcare setting
- Successful completion of all background checks

### SUMMARY OF POSITION/PRIMARY FUNCTIONS

The 21<sup>st</sup> Century Kids of Northern F.R.A.N.K.L.I.N. Enrichment Facilitator will provide direct care of children and assist in enrichment activities for the 21<sup>st</sup> Century Grant in Northern Franklin County by:

- 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, inspiring children to experience the activities and healthy lifestyle choices
- Filling in when not leading an enrichment activity, if requested, with academic activities, physical fitness activities and games, leadership trainings, small-group student meetings, snacks, and other activities as directed
- Participating as requested in planning, preparation and training with a commitment to learn

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### *Knowledge of:*

- Approved approaches to caring for elementary aged children

### *Skills:*

- 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 the children's health and child, family and community resiliency philosophy of the 21<sup>st</sup> Century Kids of Northern F.R.A.N.K.L.I.N.
- Willingness to follow the policies and procedures of both the 21<sup>st</sup> Century Kids of Northern F.R.A.N.K.L.I.N. and the hosting school.
- Willingness to work with socially, culturally and economically diverse populations.

### *Ability to:*

- Maintain flexible scheduling for completing tasks as necessary, including evenings and weekends when required
- Understand applicable state laws, codes, regulations, policies, and procedures related to assigned duties
- Work with individuals 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

## **Application Procedure:**

Applicants should complete an application online at [www.fcctf.org](http://www.fcctf.org). Please attach your letter of interest for the position, resume and provide references from previous supervisors who have first-hand knowledge of your performance.