

Civic Education Project

Assistant Facilitator Job Description

Job Overview

The Assistant Facilitator works closely with the Lead Facilitator to help manage a group of 12-18 students on a service-learning immersion program. The Assistant Facilitator helps execute the daily itineraries; assists with planning and facilitating educational activities; coordinates residential and recreational activities; ensures students are aware of and adhere to program rules and policies; builds healthy, appropriate relationships with students; helps create a sense of community; and otherwise supports students' academic, social and emotional well-being.

All staff members are expected to uphold the CEP Staff Code of Conduct and follow the policies set forth by the CivicWeek Staff Handbook and CEP/CTD administrators; to contribute positively to the program's living and learning community; to ensure students' physical and emotional safety; and to perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

Supervision

The Assistant Facilitator is directly supervised by the Lead Facilitator, and indirectly supervised by Site Administrator(s).

Work Schedule

The Assistant Facilitator is on site throughout the duration of the program, and works every day of the program.

Job Responsibilities

Assistant Facilitator job responsibilities include, but are not limited to:

Pre-Program

1. Carefully review all program, site and staff materials provided by CEP.
2. Attend all staff training sessions.
3. Assist the Lead Facilitator with any pre-program preparations prior to arriving on site.

During Program

1. Execute the daily program itineraries, as arranged by CEP. Ensure students keep to the schedule provided.
2. Provide careful supervision during all field experiences. When supervising students independently, maintain primary responsibility for the safety and quality of the experience.
3. Assist the Lead Facilitator with all educational activities during the program. Plan or facilitate specific lessons, reflections or team building activities as appropriate.
4. Coordinate and supervise students during residential time, including all meals, recreational activities and free time.
5. Build positive, appropriate relationships with and among individual students, and a sense of community within the group. Be aware and supportive of the academic, social and emotional welfare of each individual student.
6. Ensure all students are aware of the Honor Code and all other CEP, CTD and site-specific rules and policies, and that rules and policies are followed in both letter and spirit. Enforce rules fairly and consistently, address minor disciplinary issues directly, and bring significant issues to the attention of the Lead Facilitator.
7. Be informed of the medical, dietary and mental health needs of students. Screen student medical concerns and provide minor first aid, as needed.
8. Manage program finances and non-monetary program assets, as needed. Keep receipts of all expenditures. Note that staff members are held personally responsible for any missing funds, receipts or program assets in their care.
9. Document issues or concerns as they arise and discuss them with the Lead Facilitator. Maintain confidentiality of student health, behavioral, disciplinary, social and emotional issues.
10. Share responsibility, work cooperatively and communicate regularly with all members of the staff team.
11. Maintain friendly, courteous, and professional interactions with housing, volunteer and community contacts, students' families, and CEP/CTD administrators.

Post-Program

1. Assist with the completion and submission of all required program follow-up materials, including student evaluations, program photos, finances and program supplies.
2. Document program experience through site, program and staff evaluations.