

# **Civic Education Project Lead Facilitator Job Description**

## **Job Overview**

The Lead Facilitator is the primary staff person responsible for a group of 12-18 students on a service-learning immersion program. The Lead Facilitator executes the daily itineraries; serves as the main liaison to the host sites, parents and the Civic Education Project (CEP) and Center for Talent Development (CTD); plans and facilitates educational activities for students; supervises supporting staff members; and serves as the main program administrator for financial, health and disciplinary matters. The Lead Facilitator is ultimately responsible for the safety and quality of the group's experience.

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 Lead Facilitator is directly supervised by the Site Administrator, and indirectly supervised by other CEP/CTD administrators. The Lead Facilitator directly supervises one or two Assistant Facilitators, Residential Program Assistants, or School Chaperones.

## **Work Schedule**

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

## **Job Responsibilities**

Lead 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. Complete any pre-program preparations prior to arriving on site.

### **During Program**

1. Execute the daily program itineraries, as arranged by CEP. Oversee each of the site's field experiences, as well as housing, meals, transportation and recreation for the week. Maintain primary responsibility for the safety and quality of the group's experience in each of these areas.
2. Serve as the main liaison to the host community, and maintain friendly, courteous and professional contact with all housing, volunteer and other site contacts.
3. Serve as the primary instructor for all educational activities during the program. Plan, facilitate, and/or oversee all lessons, reflections and team building activities.
4. Supervise and coordinate the efforts of supporting staff members, sharing and delegating responsibility as appropriate. Ensure effective communication and positive relations among all members of the staff team. Ensure that all staff fulfill the responsibilities of their positions.
5. Manage all program finances. Keep receipts and an accurate record of expenditures. Ensure that expenditures are reasonable and within the budget provided. Note that Lead Facilitators are held personally responsible for any missing funds, receipts or program assets in their care.
6. Maintain responsibility for all student and staff Health Information Forms, and keep forms accessible throughout the program. Ensure that staff are aware of medical, dietary and mental health needs of students and maintain the site First Aid Kit. Screen student medical concerns, provide minor first aid and manage response to any illnesses, injuries or medical emergencies.
7. Ensure that all students follow the Honor Code and all other CEP, CTD and site-specific rules and policies. Take appropriate disciplinary action when necessary, always treating students with respect and compassion. Maintain appropriate confidentiality of student health, behavioral, disciplinary, social and emotional issues.
8. Maintain courteous and professional contact with students' families when necessary, informing them of student health, behavioral and disciplinary issues or other significant happenings.
9. Maintain regular communication with Site Administrator(s), and ensure CEP is informed of any relevant program happenings. Properly document student, staff and program issues as they arise, and discuss them with the staff team and Site Administrator(s).

**Post-Program**

1. *CivicWeek only*: Complete a written evaluation of each student using the student performance rubric, and submit completed evaluations to CEP within one week of the conclusion of the program.
2. Complete and submit required program follow-up materials, including student reflections, program photos, finances and program supplies.
3. Document program experience through site, program and staff evaluations. Participate in a one-on-one conversation with Site Administrator(s) following the program.