



Position Title: **Saturday Learning Facilitator**

Department: **Saturday Programming**

Reporting Relationships: **Reports directly to the Carver Center Chief Learning Officer**

Position Overview:

Facilitator will ensure the health, safety and well-being of all children. Instruct and educate students in grade appropriate principles and techniques.

Agency Wide Duties and Responsibilities:

- Support the mission, program philosophy and values of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Child Care Council of Westchester and all other governing agencies.

Position Specific Duties/Responsibilities:

The Facilitator works with the Carver Center staff to provide a safe, constructive after school experience for an assigned group of children, including:

- Ensure the safety of all children assigned to the group
- Responsible for maintaining communication with Carver staff pertaining to supplies and other materials necessary in a timely manner
- Plan and facilitate purposeful and engaging age appropriate activities
- Serve as a positive role model and uphold professional behavior
- Collaborate with coworkers, and communicate regularly with Supervisory Staff
- Provide six weeks of program instruction as discussed with our Chief Learning Officer
- Maintain an orderly and encouraging atmosphere for learning
- Take weekly attendance and submit records at the conclusion of each Saturday session
- Model respect for the Carver facility and program supplies

- Organize an end-of-session celebration to which parents are invited to view student work/progress
- Submit a weekly time sheet

Position Qualifications:

- Bachelor’s degree preferred; college coursework or high school diploma AND prior experience working with children required
- Interest and experience in creating engaging activities
- A genuine interest in youth development
- Ability to communicate effectively and respectfully with a broad range of people, including staff and parents
- Flexibility, with the ability to adapt to changing circumstances
- Additional Qualification: Bilingual in Spanish a plus.

Position may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.

Physical and Sensory Requirements:

- Must be able to actively participate in activity with children, this includes but not limited to recreation activities both indoors and outdoors such as running, jumping, playing sports, etc.

The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.

Any cancellation of program must be discussed with our Chief Learning Officer in advance. Last minute cancellation should be avoided but in the event of emergency, facilitators must call Leanne Tormey directly at (860)235-2801.

I have read and understand the above job description. I understand that I will be held responsible for all mentioned items.

Employee Name/Signature
 Date: _____

Supervisor Signature
 Date: _____