

The Program Facilitator must:

- Possess a high school education (Bachelors in Human Services Field Preferred)
- Have experience in working with youth and families.
- Maintain confidentiality.
- Be willing to travel to provide field-based services.
- Possess strong communication skills, both written and verbal, and excellent interpersonal skills.
- Work effectively as a member of a team and as an independent leader.
- Be able to build strong community partnerships and collaborate with MCP partners to develop and implement strategies for positive community change.
- Possess strong computer skills in Microsoft Word, Excel and PowerPoint

The Program Facilitator will:

- Prepare, deliver, track and evaluate programs for our participants
- Encourage the development of positive peer relationships among program participants
- Ensure participant safety; follow the agreed-upon protocol for mandated reporting
- Record and maintain program, attendance, outcome, and evaluation data
- Regularly document and share highlights from programs and events in support of funder development and relationship building
- Participate actively in collaborative team exchange of ideas and practices
- Other duties as deemed necessary