



Media Advisory

Contact: bhaynes@ulcleveland.org

Program Facilitator Position Open

JOB TITLE:	Program Facilitator	JOB CATEGORY:	Nonprofit Youth Services
Department/Group:	Education and Youth Development (EYD)	Reports to:	Director
Location:	Urban League of Greater Cleveland- Hybrid	Travel required:	Weekly travel to school sites
Contact:	Bryson Haynes, Director of Education and Youth Development	Date open:	10/15/23
Will train applicant:	Yes	Posting expires:	Ongoing
APPLICATIONS ACCEPTED BY:			
Email:	bhaynes@ulcleveland.org	Subject line:	Program Facilitator Application



Role and Responsibilities

The EYD team is responsible for developing and implementing high-quality, innovative, and engaging youth-centered College and Career Readiness programs for Cleveland area youth and their families. As a Program Facilitator, you will be the face of the EYD team in delivering the in-school and/or out-of-school time workshops and sessions with students. Our team partners with CMSD and inner-ring suburban area schools. You will be responsible for facilitating our College and Career Pipeline curriculum which combines classroom learning with work-based learning and exposure opportunities in an intensive 8–10-week format. Key responsibilities include but are not limited to:

- Lead group sessions on-site with high school-aged students in 3-4 CMSD schools 1-2 days per week.
- Maintain accurate and complete documentation of weekly sessions and student participation.

ensure completion of student assessments, surveys, and other pertinent service deliverables.

Ideal Candidate Characteristics and Skills

1. Ability and desire to teach high school-aged youth in urban educational settings.
2. Demonstrated knowledge of cultural competence and cultural humility.
3. Knowledge of positive youth development best practices.
4. Strong organization and efficient time management skills are vital to carrying out the duties of this position.
5. Ability to work collaboratively with school personnel, students, and parents to aid in successful program implementation.
6. Strong classroom management and facilitation skills.
7. Effective written and oral communication skills.
8. Working knowledge of Microsoft Word, Excel, PowerPoint, and Google Classroom.
9. Reliable transportation; proof of valid driver's license and insurance.

Qualifications and Education Requirements

- Associate's degree or higher in business, education, or human service-related field; 1 year of experience in youth-serving organization or combination of relevant education and experience.

Preferred Skills

- Bachelor's degree
- Experience with Canva, Adobe, and CRM/PDM software a plus