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## **SCHOOL-BASED PROGRAM FACILITATOR (CONTRACT)**

### **Summary**

The contract Conflict Resolution Facilitator position with Volunteers for Youth Justice is in partnership with Caddo Parish Schools to implement a trauma-informed model at 5 targeted elementary and middle schools. The Facilitator will teach Conflict Resolution concepts to classes designated by the school's administration. Students attend 5 sessions which include a pre-test on the first day and a post-test on their final day. This role also includes facilitating Leadership lessons to select students on a bi-weekly basis or at a frequency determined in collaboration with school administrators.

### **Responsibilities include but are not limited to the following:**

- Must promote a positive / professional attitude to all Volunteers for Youth Justice employees, clients, and school personnel.
- Must have a reliable and constant presence at assigned school site.
- Administer a pre and post-test to each student attending the school-based Conflict Resolution classes and Leadership Academy workshops.
- Facilitate the Conflict Resolution class utilizing the outlined curriculum.
- Implement a recruitment plan in collaboration with school personnel to aid in the selection of Leadership Academy students.
- Create a Leadership Academy meeting calendar in collaboration with Program Director and School Personnel.
- Plan and facilitate workshops with school-based Leadership Academy students utilizing the outlined curriculum.
- Create Leadership opportunities for Leadership Academy participants.
- Maintain attendance records of each Conflict Resolution and Leadership Academy session.
- Compile a statistical summary of pre and post-test scores.
- Issue Certificates of Completion to students who successfully complete the Conflict Resolution Program.
- Plan end-of-the year recognition activities for Leadership Academy students.
- Communicate with Director of Youth Programs regarding any school site needs or concerns.

Contractor reports to the Director of Youth Programs. Preferred qualifications for the position include a bachelor's degree, teaching certificate, and/or experience with facilitation. Job experience may be substituted for degree. The

candidate must exhibit enthusiasm and be able to establish a rapport with students. Also, the candidate must be proficient with Microsoft Office applications and have excellent verbal and written communication skills.