

21ST CENTURY ENRICHMENT FACILITATOR

The 21st Century Kids of F.R.A.N.K.L.I.N. Enrichment Facilitators will report directly to the 21st Century Site Coordinator. Candidates may apply for only the summer position, only the school-year position, or both the summer position and the school-year position. Please specify on your application which you will be applying for.

PRIMARY FUNCTIONS:

- Creating a safe, positive environment that supports children's social, emotional, intellectual, and physical development
- Reinforcing children's self-confidence through skill-building and character development
- Working directly with staff, students and volunteers, inspiring children to experience the activities and healthy lifestyle choices
- Filling-in when not leading an enrichment activity, if requested, with academic activities, physical fitness activities and games, leadership trainings, small-group student meetings, snacks, and other activities as directed
- Participating as requested in planning, preparation and training with a commitment to learn

KNOWLEDGE AND ABILITIES:

- Approved approaches to caring for elementary aged children
- Excellent verbal and written communication skills including facilitation skills and leadership skills
- Demonstrated proactive problem solving, teamwork, innovative thinking, creativity, patience, and flexibility
- Ability to conduct and assist with group activities, such as reading aloud, story-telling, homework help, and other academic activities
- Demonstrated commitment and ability to support and mentor youth in a positive manner
- Commitment to the children's health and child, family and community resiliency philosophy of the 21st Century Kids of F.R.A.N.K.L.I.N.
- Willingness to follow the policies and procedures of both the 21st Century Kids of F.R.A.N.K.L.I.N. and the hosting school.
- Willingness to work with socially, culturally and economically diverse populations.
- Maintain flexible scheduling for completing tasks as necessary, including evenings and weekends when required
- Work with children or small groups of students in community-based programs
- Analyze situations and suggest appropriate action, Make decisions and exercise good judgment
- Work independently with minimal supervision and also as a team member Work under pressure and prioritize workload
- Ability to multitask and assess children's needs

- Coordinate and track multiple activities
- Maintain confidentiality according to regulations and procedures

QUALIFICATIONS:

- Must be at least 16 years old (prefer college aged) and have experience working with children in the childcare setting
- Successful history of engaging in activities and working collaboratively
- Successful completion of all background checks

**Job description subject to change if contract or funding requirements change