



JOB TITLE Middle School Program Facilitator
DEPARTMENT Program
SITE Omaha
STATUS Full-time, hourly
REPORTS TO Education Director
HOURS Monday-Thursday 10:00-7:00pm; Friday 10:00-6:30pm

PURPOSE OF THE POSITION

The Middle School Program Facilitator supports the physical, emotional, and spiritual development of all Middle School Program members (6th-8th grade) at Hope. The Middle School Program Facilitator thrives in a fast-paced environment and enjoys working with middle school-aged children. All Facilitators will be trained in Common Sense Curriculum and are expected to follow this model when interacting with all members.

QUALIFICATIONS

- Strong verbal and written communication skills
- Demonstrates professionalism when dealing with confidential information
- Ability to address and resolve conflict with respect and patience
- Ability to work well with a diverse team of staff and volunteers
- At least two years post-high school graduation; one year of college preferred

PRIMARY RESPONSIBILITIES

- Implement the Middle School program, including curriculum, goals and objectives, procedures, and daily program
- Work closely with Education Director to develop middle school program curriculum
- Follow all activities scheduled on the program calendars
- Maintain data including, program attendance, grades, behavior issues addressed
- Manage classroom when community partners facilitate classes
- Facilitate small groups and teach bible studies
- Support members during daily Academic Success Time; assist with homework as needed
- Maintain all proper cleaning procedures according to CDC standards to ensure a safe environment to staff and members
- Plan weekly and daily program activities according to Hope's pillars and program structure
- Attend all scheduled meetings
- Other tasks as assigned

Submit application and resume to Julie Meade at jmeade@hopecenterforkids.com.
Applications available at www.hopecenterforkids.com/careers or at all Hope Center locations.

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