



## C. WALDO SCOTT CENTER FOR H.O.P.E.

**C. Waldo Scott Center for H.O.P.E.**

**Position Announcement: Program Facilitator**

**Posting date: May 16, 2016**

C. Waldo Scott Center for H.O.P.E. is seeking a part-time Program Facilitator. Qualified candidate is responsible for facilitating tobacco prevention programming for youth. Grant related position/program funded through the Virginia Foundation for Healthy Youth.

Candidate must meet grant requirements, facilitate groups, maintain program documentation, provide community presentations, and use social media to promote program and agency. Ability to use creative strategies and actions to engage youth in prevention program.

Must be able to work 20 hours per week, to include afternoons, evenings, and some weekends. Prefer candidate with at least a Bachelor's Degree in health education, human services, or other related studies, with at least one year of experience working with youth. Hourly rate without benefits.

The C. Waldo Scott Center for H.O.P.E. is an Equal Opportunity Employer.

For more information contact: C. Waldo Scott Center for H.O.P.E., (757) 244-9223, [info@scottcenter.org](mailto:info@scottcenter.org)



**C. WALDO SCOTT CENTER FOR H.O.P.E.**  
Position Description

1. Name (Last, First, M.I.)	2. Date:
3. Working Title: Program Facilitator (Part-time status)	4. Assigned Project(s): VFHY- Too Good For Drugs
5. Work Location/Organization Unit: <b>C. Waldo Scott Center for H.O.P.E</b>	6. Title/Position of Immediate Supervisor: Executive Director
<p><b>General Statement of Responsibilities:</b> Responsible for coordinating, implementing, and evaluating groups, activities, and task related to the Virginia Foundation for Healthy Youth (VFHY) grant, specifically the Too Good For Drugs program. Provide tobacco-related education to Scott Center youth and other community youth as requested. Develop an incentive system to keep youth participants engaged in program. Adhere to the grant's work plan to include the facilitation of six (6) prevention groups with a completion rate of 50% per group, serving a total of 60 youth. Facilitate component II activities which focus on health communications interventions.</p>	
<p><b>Minimum Knowledge, Skills, and Abilities:</b></p> <ul style="list-style-type: none"> <li>- Ability to effectively utilize verbal and written communication skills with diverse population.</li> <li>- Ability to utilize effective group facilitation skills with youth and adults.</li> <li>- Ability to work with minimum supervision.</li> <li>- Ability to effectively interact with the public, Center members, and other employees</li> <li>- Knowledge of child development and appropriate behavior modification.</li> <li>- Proficient with use of various social media.</li> <li>- Completion of other related duties, which ensure meeting the intent of the program and grant.</li> </ul>	
<p><b>Required Education and Experience:</b> Prefer candidate with at least a Bachelor's Degree in health education or human services with at least one year of experience working directly with youth.</p>	
<p><b>Salary:</b> Hourly rate without benefits.</p>	

% of total working time	Working Tasks and Responsibilities
70	Adhere to the grant's work plan to include: facilitation of at least six (6) prevention groups, serving a total of 60 youth, with a completion rate of 50% per group; utilizing the Too Good For Drugs curriculum. Maintain appropriate group session notes, completion of required reports, and administration of local and state evaluation instruments.
20	Provide tobacco prevention education to community youth as requested by local community groups/organizations. Facilitate the component II activities which promote health communications interventions.
5	Attend staff meetings and other meetings as needed to address program delivery.
5	Assist in the completion of other related duties and responsibilities, which ensure the proper facilitation of the VTSF grant.

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