

Job Title:	Facilitator
Staff Category:	Per Diem/Casual
Department:	EPC250
Reports to:	Facilitator Coordinator
Supervises:	N/A
FLSA Classification:	Non-Exempt
Effective Date:	January 1, 2024

Position Summary:

This position is responsible for facilitating various parenting and family engagement workshops to fidelity utilizing EPIC curriculum and materials. This is a casual (per diem/as needed) position and the number of hours a facilitator is scheduled for is determined by several factors including funding, workshop schedules, certification requirements, and individual availability. This position will be responsible for facilitating programming virtually and in-person at a variety of locations in the community.

Essential Functions:

- Conduct parent workshops using approved EPIC workshop materials.
- Follow facilitator agenda and time frames for each workshop.
- Make a commitment of time to prepare, facilitate and follow up for workshops.
- Pick up EPIC program materials, manuals, and supplies prior to the start of the workshop; following workshop series return EPIC materials, manuals, and supplies.
- Attend and complete required training, which include but are not limited to: Non-Harassment Training, Mandated Reporter, and EPIC's Dynamic Group Facilitation Training, all which EPIC will provide.
- Keep accurate attendance and collect parent evaluation forms at each workshop.
- Complete the workshop facilitator evaluation form at the conclusion of the workshop.
- Complete EPIC electronic timesheet and approve submitted hours for all work performed.
- Maintain contact with EPIC Facilitator Coordinator for information, guidance, and feedback.
- Communicate with both internal and external partners by answering e-mails and returning phone calls in a timely fashion.
- Communicate your availability and any changes to the Facilitator Coordinator.
- Share facilitating responsibilities with a co-facilitator if needed.
- Other duties as assigned by management.

Education and Experience:

- Associate's and 1 (one) year of related experience or minimum of 3 (three) years' experience in human services, education, or another related field.
- Experienced with Virtual Facilitation Platforms (Zoom, Teams, Webex, Google meets, etc.)
- Computer skills including proficiency in Microsoft Office (Word, Excel).
- Salesforce experience preferred.

Knowledge, Skills and Abilities:

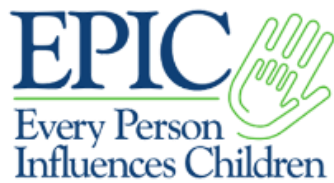
- Strong written and verbal communication skills.
- Strong attention to detail, organizational skills.
- Strong ability to multitask and meet deadlines.
- A reliable, responsible attitude with a compassionate approach.
- Effectively build and maintain external and internal relationships and provide a high level of service.
- Ability to work within a team structure as well as independently.
- Competency working with diverse cultural and ethnic populations.
- Ability to interact with participants using a strengths-based approach.
- Demonstrated capability to conduct oneself in a calm and professional demeanor when dealing with people and/or with difficult situations.
- Comfortable working with at risk participants, including those with mental health diagnosis.
- Comfortable speaking to groups, with strong presentation skills.
- Ability to facilitate based off program curriculum, without inserting personal bias.
- Being bilingual in a language that is spoken by the population served is plus.

Physical Requirements/Working Conditions:

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit for long periods of time.

The employee is required to regularly reach with arms and hands; use hands to handle. Hands and fingers frequently perform repetitive motion including typing/keying.



Occasionally the employee will lift and/or move up to 50 pounds.

This job requires close vision, peripheral vision, depth perception and the ability to adjust focus. Employee is required to regularly talk and hear.

I have reviewed and understand the job description and believe it to be accurate and complete. I understand that EPIC retains the right to change the Job Description as they deem necessary. I will follow and adhere to my Job Description to the best of my ability.

Employee Signature

Date