

Peace Learning Center of Milwaukee, Inc.

Facilitator

Job Description

Facilitators of Peace Learning Center of Milwaukee, Inc. (PLC) follow standards of professionalism as outlined in the PLC Employee Handbook and deliver PLC programming. They are responsible for:

1. Arriving, as scheduled, at the workshop location no later than 30-minutes prior to scheduled student arrival to prepare the following:

- All workshop materials;
- Re-orientation of volunteers;
- Assignment of roles to the day's workshop outline;
- Assignment of bus greeter; if assigned this role, greet bus and begin introduction of workshop.

2. Serving as the main point of contact between school and PLC on-site for a scheduled workshop.

3. Leading and/or participating in each workshop activity:

- Guide conversation to meet PLC activity objectives;
- Model skills for healthy communication;
- Guide student attention and behavior as necessary when not leading the activity;
- Monitor time to complete workshop activities in a timely manner;
- Ensure safety of activities; serves as point of contact with teacher in the event of accident/injury; records safety report as needed.
- Record notes in class file or Google Drive regarding activity objectives met and not met, safety issues or other details.
- Schedule Booster Session dates if possible
- Confirm that completed pre-surveys and media releases are placed in the class file.
- Submit any pictures taken the day of the workshop to the Executive Director.

4. Completing post-workshop wrap-up:

- Clean-up facility and return all materials to storage in accordance with workshop location expectations;
- Debrief with facilitators & volunteers, make notes necessary for booster sessions and/or future curriculum development.

5. Leading Booster Sessions:

- Serve as contact for scheduling Booster Sessions with teachers as assigned.
- Prepare and conduct Booster Sessions for each class as scheduled.
- Record activities covered at each booster on Google Drive spreadsheet
- Complete and award participation certificates and post-surveys for each student in assigned class(es).

6. Attending and participating in Staff Meetings as scheduled:

- Provide ideas and feedback on workshop activities, curriculum development, staff issues, building issues and other as led by Executive Director.

7. Participating in an Employee Evaluation as scheduled by Executive Director.