



Urban League of
Palm Beach County, Inc.



POSITION TITLE: Wyman's Teen Outreach Program[®] (TOP[®]) Facilitator

REPORTS TO: Teen Outreach Program[®] Coordinator

The Teen Outreach Program Facilitator is responsible for facilitating weekly outreach programming, coordinating community service learning opportunities and providing overall support for teens enrolled in the program.

PRIMARY DUTIES/RESPONSIBILITIES:

- Facilitate the Teen Outreach Program[®] in accordance with the Wyman TOP curriculum.
- Provide “continuing contact” support to designated TOP[®] teens (maintaining their school and community service information, keeping them connected to the program, serving as a liaison with their parent/guardian) through email, phone calls, and personal interaction.
- Participate in weekly staff meetings.
- Create opportunities for participants to connect learning gained through service to academic studies and ultimately their lives.
- Make presentations to school personnel, community groups, parent groups and the business community on the benefits of the Teen Outreach Program[®].
- Maintain healthy and appropriate relationships with TOP[®] teens, focusing on safety, support, interaction, and engagement.
- Ensure accurate and timely implementation of TOP[®] program evaluation, reports and continual quality improvement activities. This includes completion of facilitator surveys on Wyman Connect and ensuring teens complete pre and post program surveys.
- Maintain accurate and up-to-date enrollment forms, attendance records, and service records on all youth.
- Facilitate lessons from the Changing Scenes[©] curriculum.
- Participate in planning for TOP sessions through participation in weekly staff meetings.
- Other duties as assigned by supervisor.

POSITION QUALIFICATION REQUIREMENTS:

Education: Bachelor's degree in youth development, social work, psychology, education, or related field preferred; equivalent work experience will be considered. Previous public speaking experience.

Experience: Minimum 1 year experience in teen program delivery.

Skills and Abilities:

- Proven success in youth and family interactions.
- Ability to work with clients of various cultural and ethnic backgrounds and demonstrate awareness and acceptance of cultural differences of clients, staff and community contacts.
- Knowledge of the stages of youth development and positive approaches to behavior management.
- Program implementation experience with teens.
- High level of interpersonal skills to handle sensitive and confidential information.
- Strong verbal and written communication skills.
- Strong analytical and problem solving skills.
- Ability to work individually as well as part of a high-performing team.

Equipment Used:

Standard office equipment, including computer, telephone, fax, and copy machine.

License(s)/Certifications Required:

Ability to become trained as a certified Teen Outreach Program[®] facilitator

Physical/Visual Activities or Demands:

Ability to visually supervise youth within the TOP[®] program.

Required:

Valid Florida driver's license and vehicle with proof of insurance. Successful completion of the level 2 background screening.

Must be able to work flexible hours, including evenings and weekends.

Please send your resume and salary requirements to cnelson@ulpbc.org. No phone calls please.