

Financial Literacy Facilitator Assistant *(VRS Program)*

Rate: \$18.75 per hr.

Position Objective:

Financial Literacy Facilitator Assistant will help the FLF deliver AFM money curriculum to selected students at a designated meeting site. The Assistant will assist with onsite training facilitated by the primary Facilitator. FLFA will be responsible for assisting with delivering outstanding training to meet the needs of the program client group. The facilitator's assistant are required to attend training meetings, provide feedback about the program and be evaluated by the Program Director.

Primary Duties and Responsibilities:

- ensure that AFM's curriculum is delivered professionally and effectively to meet desired learning objectives
- able to maintain the classroom management with about 6+ students
- have a keen idea of time management to ensure all aspects of the lesson plan are delivered
- relate to students about their personal aspirations and skills for success in school and life
- punctual arrival to all sites with all necessary materials
- attend bi-weekly meeting with other facilitators and Program Director to discuss the progress of the program and provide effective feedback

Requirements:

- Creative self-starter who is comfortable with both taking initiative and working with collaboration.
- Detail oriented with verbal communication skills.
- Willingness to travel to different school sites or other locations
- Familiar with the Houston area
- Must have completed or currently enrolled in college
- Ability and love for working with a diverse of students including those with disabilities

Eligibility:

The ideal candidate would be someone who has a passion for giving back to the community. Candidate should maintain a positive attitude, exhibit a strong work ethic and enjoy working with other personalities. Great sense of humor and patience.