

## **Assistant Group Facilitator (Male and Female Programs)**



### **Company Overview:**

Unbreakable Minds is dedicated to empowering young people through personalized coaching, mentoring, and development programs. Our mission is to provide guidance, support, and resources to help participants achieve their fullest potential in personal, academic, and professional aspects of their lives. Our programs serve high school students in Richmond Public Schools, with a focus on gender-specific, group coaching environments.

### **Position Summary:**

The Assistant Group Facilitator (Male and Female) will work closely with lead facilitators to provide support in delivering high-quality mentorship and coaching programs to high school male and female students, respectively. The Assistant Facilitator will help plan, organize, and implement program activities while ensuring a positive, supportive, and empowering environment. The ideal candidate will be passionate about youth development, flexible, and eager to contribute to participants' personal growth.

### **Key Responsibilities:**

#### **Program Support:**

- Assist the lead facilitator in organizing and conducting gender-specific group workshops, discussions, and activities focused on personal development, self-esteem, and leadership.
- Help prepare materials, resources, and logistical arrangements for program sessions.
- Provide additional support during group sessions by guiding small group discussions or individual participants as needed.

#### **Mentorship and Guidance:**

- Offer supplementary mentoring and coaching to participants, focusing on their personal, academic, and professional growth.
- Act as a role model by embodying the core values of Unbreakable Minds, including confidence, resilience, and integrity.
- Support participants in setting and achieving goals through one-on-one check-ins and follow-ups.

#### **Participant Engagement:**

- Create a welcoming and inclusive environment by engaging male or female participants before, during, and after sessions to ensure they feel supported.
- Monitor participants' engagement during sessions and report any concerns or feedback to the lead facilitator.
- Foster a positive group dynamic, ensuring each participant feels heard, respected, and valued.

**Administrative Assistance:**

- Assist in tracking attendance, participation, and progress of participants.
- Help maintain accurate records, ensuring proper documentation of feedback, progress, and participant achievements.

**Collaboration:**

- Collaborate with lead facilitators, program staff, and community partners to ensure smooth program delivery.
- Participate in team meetings, training sessions, and professional development opportunities.
- Communicate any participant-related updates or challenges to the lead facilitator and assist in finding solutions.

**Qualifications:**

- Experience working with high school youth, particularly in an educational, coaching, or mentoring capacity, is preferred.
- Strong organizational and communication skills, with the ability to manage tasks effectively.
- A genuine passion for empowering young people and supporting their personal development.
- Ability to work collaboratively and take initiative when needed.
- Commitment to fostering an inclusive and culturally competent environment.

**Preferred Experience:**

- Some college coursework or practical experience in education, social work, psychology, or related fields preferred.
- Prior experience working in a support or assistant role in a mentoring, youth development, or nonprofit setting.
- Experience working with male or female high school students, or an understanding of the unique challenges facing young men or women in today's society.

**Application Process:**

Interested candidates should submit their resume and a cover letter outlining their relevant experience and why they are interested in this position to [coaching@unbreakableminds.org](mailto:coaching@unbreakableminds.org).

Unbreakable Minds is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.