



Youth Program Co-Facilitator

YFC's Youth Program Co-Facilitator works with other co-facilitator to facilitate our Youth Programs (after-school and summer programming). This position reports directly to the Youth Program Manager and Executive Director and works with the Youth and Family Center of McHenry County staff to ensure quality programming for our community. See below for more information:

Background & Experience

- Bilingual in English and Spanish preferred
- Interest in working with a social agency, specifically with youth and families preferred
- Career interest in the following areas: education, social science, sociology, psychology, and/or social work

Job Responsibilities & Expectations

- **Program Facilitating**
 - Facilitating and leading activities during program
 - Work with co-facilitator to supervise youth within the program
 - Arrange program space before and after programming and maintain a safe and healthy environment within the program
 - Track, monitor, and assist with informal check -ins, assign students with youth support as necessary, assign non-academic/academic activities during program
 - Work closely and meet with co-facilitator and youth program manager to ensure that all responsibilities within program are covered
 - Work closely with program volunteers
 - Identify high-priority clients for intervention services based on observations during program
 - Facilitating communication and tracking consent forms outings
 - Support Youth Program Manager in organizing programs in response to youth needs and grant projects
 - Enforcing program rules and behavior protocol and reinforcing positive behavior
 - Communicate with parents about program changes and updates
 - Keep open communication with Youth Program Manager regarding Youth Program updates
 - Remain flexible to the needs of the program and organization
- **Program Data Tracking**
 - Tracking and reporting program data to Youth Program Manager
 - Tracking patterns of non-attendance for registered youth
 - Tracking supply needs and requesting supply orders

Skills & Specifications

- Detail-oriented with excellent organizational skills
- Initiate tasks and able to work independently as well as with the team
- Comfortable leading large group and having individual interactions with youth
- Ability to manage several tasks simultaneously and independently, and to see them through to completion within time constraints
- Commitment and respect for diversity
- Commitment to the organization's mission and goals
- Ability to demonstrate interactive skills with children and adults

- Technology Proficient
- Awareness of mental health challenges
- Flexible schedule

Required hours: (Part-time – 20-25 Hours)

- After-school program Monday – Friday from 2:30 – 5:30 p.m.
- Summer program (June through August): Mondays-Thursdays 12:00 p.m. - 4:00 p.m.
- Other responsibilities are completed in the office during non-programming hours
- Additional hours may be required to oversee other programs, events, etc.