



## KBFLC JOB DESCRIPTION

**JOB TITLE:** Part-Time Youth Facilitator (Contract Position)  
**REPORT TO:** Youth Services Coordinator  
**DIRECT REPORT:** Program Director  
**TIME REQUIREMENT:** up to 20 hours a week

Kingdom Builders Family Life Center (KBFLC) is seeking a dedicated and enthusiastic Part-Time Youth Facilitator to join our Project Right Direction (PRD) program. PRD is designed to support and guide youth in avoiding antisocial behavior and criminal involvement through mentorship, education, and community engagement. This contract position will play a crucial role in facilitating youth programs, workshops, and activities that promote personal growth, leadership, and positive social interactions.

### **Key #45:**

1. Program Facilitation: Lead and facilitate youth workshops, group sessions, and activities that align with the goals of the PRD program.  
Mentorship: Provide mentorship and support to youth participants, fostering a safe and supportive environment.  
Curriculum Implementation: Assist in developing and implementing program curriculum, ensuring content is engaging, relevant, and culturally appropriate.  
Outreach and Recruitment: Assist in recruiting and retaining youth participants for the PRD program.  
Event Coordination: Help organize and coordinate events, field trips, and special activities for program participants.  
Record Keeping: Maintain accurate records of attendance, participation, and progress of youth in the program.  
Collaboration: Work collaboratively with other KBFLC staff, volunteers, and community partners to enhance program delivery and impact.  
Evaluation: Assist in evaluating program effectiveness and provide feedback for continuous improvement.  
Communication: Maintain open and effective communication with youth participants, their families, and other stakeholders.  
Compliance: Ensure all activities are conducted in compliance with KBFLC policies and procedures, as well as relevant laws and regulations.

### **Qualifications:**

Education: High school diploma or equivalent; some college coursework in education, social work, psychology, or a related field is preferred.

Experience: Previous experience working with youth in a facilitative or mentoring role is highly desirable.

### **Skills:**

Strong interpersonal and communication skills.

Ability to engage and motivate youth.

Organizational and time management skills.

Creativity and problem-solving abilities.

Attributes:

Passion for working with youth and making a positive impact.

Patience, empathy, and cultural sensitivity.

Flexibility and adaptability to meet the needs of the program and participants.

**Working Conditions:**

Schedule: Part-time, flexible hours, including some evenings and weekends as needed.

Environment: Combination of indoor and outdoor activities; some travel within the community for events and outreach.

Compensation: This is a contract position \$25 an hour