

Group Facilitator for Remote Learning

Category: Job Posting

BOYS & GIRLS CLUB OF GREATER HOLYOKE

JOB DESCRIPTION

Position Title: Group Facilitator for Remote Learning_

JOB SUMMARY: The Group Facilitator is responsible to assist youth to access and engage in remote learning provided by the school. Group Facilitators will create a welcoming, safe learning environments, build positive relationships with youth, support the technology for remote learning, maintain records, and provide supervision. Responsible for working with a group of children

REPORTS TO: Unit Director and/or Unit Coordinator

RESPONSIBILITIES:

- Establish a positive environment, with clear routines and expectations for remote learning and a culture of health and safety
- Support youth in accessing and engaging in remote learning for live instruction and self-paced learning
- Engage in job-related professional development
- Support and collaborate with the youths' teacher(s) of record as needed
- Build individual relationships with each youth and their families
- Engage in data collection, such as attendance
- Facilitate social interactions and fun activities
- Escort and assist youth as needed throughout the building and to outdoor spaces for learning or Follow direction and assure safety of youth at all times
- Knowledge of and understanding of youth development principles and outcomes; Knowledge of and understanding of the Club's expectations with respect to behavior management
- Knowledge of and ability to follow the overall Program schedule
- Other duties as prescribed by supervisor

SKILLS AND QUALIFICATIONS:

- High School Diploma or GED

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- Minimum of one-year experience working with school-aged children
- Safety-Care Trained or willing to be trained (Organization will provide training)
- Possess effective written and oral communication skills
- Demonstrated ability to effectively utilize and problem solve with technology
- Current authorization to work in the United States

PREFERRED QUALIFICATIONS:

- Experience working in Holyoke
- Experience leading instruction for small groups of students
- Second **Language Proficiency (Spanish)**

RELATIONSHIPS:

- Internal: Communicates regularly with Membership staff, Program Directors, Director of Program Development.
- External: Maintains contact with Club parents as appropriate and the community.

For more information or to apply, send letter of interest and resume to the Director of Operations

Ann Mann

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AA/EOE

Schedule: Monday to Friday

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DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

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