

**HEALTHIER KIDS FOUNDATION
10 STEPS CLASS FACILITATOR DESCRIPTION**

TITLE: Class Facilitator for 10 Steps to a Healthier You Program – *Class 2: Structures & Routines* **FLSA STATUS:** Contract

REPORTS TO: 10 Steps to a Healthier You Program Supervisor **REV. DATE:** 5/22/2019

Primary Purpose

The 10 Steps Class Facilitator is responsible for delivering 1 or more of the 10 Steps to a Healthier You! Classes to parents and caregivers of young children. Class Facilitators are responsible for class set up, including; computer, projector, and printed materials. Facilitators administer and collect completed class materials from class participants and submit them to the Healthier Kids Foundation office.

Class Characteristics

The Class Facilitators serve as a critical point of contact for the 10 Steps class participants, sites, and childcare providers. This role is responsible for the engagement of class participants, and successful delivery of class content for the class that she/he has been selected to lead.

Supervises

None

Major Duties

1. Delivering class(es)
 - a. Correspond with administrative staff to arrange and confirm classes and logistics
 - b. Collecting materials for scheduled classes from Healthier Kids Foundation office prior to scheduled class
 - c. Ensure all participants sign-in to classes using appropriate form
 - d. Administer and collect pre/post class evaluations
 - e. Return pre/post evaluation 5 working day after class completion the class to 10 Steps administration
 - e. Provide engaging classes for parents/caregivers
 - f. Effectively deliver class content within the scheduled class timeframe
 - g. Demonstrate ability to present class content to diverse audiences
 - h. Engage class participants in role playing/experiential activities
 - j. Communicate any issues related to logistics, participants or materials to administrative staff
 - k. Participate in successful implementation of program improvement initiatives including: facilitation observation/mentoring, team meetings

Requirements (Required = R, Desired = D)

1. BA/BS degree or equivalent job experience (R)
2. Certification on Positive Discipline (R)
3. Bilingual in Spanish and English (D)
4. Experience and/or education in class facilitation (R)
5. 2-5 years of community work experiences (R)
6. Exceptional organizational, customer service, class/time management (R)
7. Ability to work a flexible schedule, with early mornings, evenings, and weekends (D)
8. Strong oral communication skills (R)
9. Excellent interpersonal skills, especially with individuals of diverse backgrounds (R)
10. Ability to work well independently and in a team environment (R)
11. Knowledge of, and ability to implement class engagement strategies (R)
12. Experience with facilitation of classroom environments (R)
13. Meet employer grooming standards and present oneself in a professional manner while in the field and when representing HKF (R)
14. Maintain confidentiality of all information contained in reports, records, documents, and business communication (R)
15. Physical requirements: operate laptop computer, stand for extended period of time, write, and able to lift 40 lbs. (R)
16. Proficient with computer applications: Microsoft Office Suite (Word, Outlook, PowerPoint)(R)
17. Possess reliable means of communication, cellphone. (R)
18. Ability to access email and maps at various times of the day. (R)
19. Possess a valid California Driver's license, with reliable vehicle and current proof of insurance (R)
20. Ability to provide documentation of TB test (R)
21. Successful completion of background check and fingerprinting (R)
22. Ability to comply with HKF's policies and procedures, and perform job safely with respect to others, property, and individual safety (R)

Disclaimer: The duties, responsibilities, skills, functions, education factors, and the requirements and conditions listed in this description are representative only and not exclusive of the tasks that an employee may be required to perform.