**Facilitator: Job Description**

**Job Summary:**

Prepare lessons in advance, extract key points for reinforcing the material and oversee the overall flow of the class. Facilitate the curriculum in a caring and professional manner, set the stage for learning, create an atmosphere for interaction, work with Allies to ensure that participants are applying Work Life principles and help every participant move closer to Graduation.

**Responsibilities**:

* Prepare and think of creative and fun ways to deliver the course content
* Before each lesson, read through the entire lesson twice and have a clear understanding of the lesson purpose, focus objectives and goals, understand the flow of the class, and extract key points that you can use to reinforce teaching points provided throughout the lessons
* Create a contact list for all Allies so that you can work with them to ensure the success of every student committed to completing the Work Life training
* Work with Administrative Leader to schedule, invite and equip guest speakers to include: a clear explanation of the relevant focus needed for their presentation, an overview summary of Work Life training, the date and time allotted for their involvement and general class demographics.
* Work with Administrative Leader in advance of classes to ensure that all materials are on hand for an effective lesson delivery
* Work with Administrative Leader and other volunteers to ensure that the proper amount of time is allocated and all the needed resources (food, beverages, etc.) are prepared in advance of each class.

**Suggested Course Facilitator Timeline:**

**Two weeks Prior to Session**:

* Begin preparing for the lesson. Read through the lesson to become familiar with the key principles and/or skills that will be taught and the tools that will be needed. Confirm that all the materials needed are on hand.
* If the lesson includes outside guests from the business community, confirm with the Administrative Leader that the appropriate individuals have been scheduled and that they understand the given timeframe and what will be expected during their class participation.

**One week Prior to Session:**

* To ensure effective lesson delivery, take time to review the lesson plan at least one week prior to its presentation date to provide the necessary time to collect and prepare needed materials.

**Day of Session:**

* Arrive early enough to set up training materials and learning environment, to prepare for the class time, and to join participants and volunteers for pre-class meal.
* Time to greet and interact with participants who may arrive early. The more opportunity participants get to know and interact with you, the more attentive and engaged they will be towards disseminated content.
* Remember: Be personally involved without relinquishing leadership.
* Always start and end on time. Don’t forget - you model what will be expected by the participant in the workplace.

**After Class Session:**

* If possible, remain afterward to meet with participants as they leave class. Take time to review your lesson notes from each class to determine what is needed for future lesson reviews.
* Take time immediately after the class to assess the effectiveness of that lesson to prepare for the next training session. If you have shared training responsibilities, it will be important to stay in communication with other facilitators:

* Discuss and update each facilitator on principles/skills covered to date.
* Agree to any necessary adjustments need to meet established training objectives.
* Discuss concerns and challenges, along with possible solutions relevant to participant learning and ensure each participant received the necessary assistance to successfully complete the class.