

VCC Summer Program Assistant Facilitator – (Seasonal – Summer Full-time)

Job Summary

Assistant Facilitator will assist the Lead Facilitator with managing and maintaining a classroom of students for the six week program. Assistant Facilitator will be able to attend staff training (June 3-7) and be fully available for the duration of the program (June 10—July 26; shut down July 1-5).

Principle Responsibilities

- Teaching
- Planning/Administrative
- Before and After Care

Core Competencies

Approachable	Organizing	Action Oriented
Interpersonal Savvy	Planning	Group and Conflict Management
Spiritual Maturity	Volunteer Coordination	Problem Solving
Self-Awareness	Organizational Agility	Teamwork
Priority Setting	Creativity	Responsibility

Minimum Qualifications, Education and Experience

- High School Diploma or GED required
- Previous experience leading groups, specifically youth, is beneficial
- Comfortable and competent teaching and public speaking
- Intermediate knowledge of office technology tools including web-based, Facebook, Instagram, Word, PowerPoint, Excel, Outlook and Publisher
- Excellent oral and written communication skills
- Friendly, flexible, able to multitask; enjoys working with all kinds of people
- Able to work program's schedule (8:30a-5p staff training; 8a-4:30p during program)
- Satisfactory background check required for all positions
- Commitment to the learning process

Physical Requirements

Stooping, Kneeling, Reaching, Walking, Fine motor work, Grasping, Talking, Hearing, Seeing, Repetitive Motions, Standing, Pushing, Pulling, Lifting, Sedentary Work, Light Work, Medium Work, Outdoor Work, Swimming, Long Walks