



TREE CLASSROOMS

Workshop Facilitator Job Description 2019-2020

The [Ripple Effect Education \(TREE\)](#) develops and facilitates skill-building programs to give youth the tools they need to resolve conflict in healthy and independent ways. TREE has worked with over 3,000 youth in Waterloo Region since 2016, and is a Core Collaborator of the Kindred Credit Union Centre for Peace Advancement.

Diversity and inclusion are at the core of TREE's values. We welcome and encourage applications from all qualified individuals regardless of race, ethnic origin, religion, age, gender, gender identity or expression, sexual orientation, or (dis)ability.

PURPOSE OF POSITION:

To facilitate peace and social justice-focused classroom workshops for elementary students in WRDSB and WCDSB schools, with the potential to work with community groups.

TREE Facilitators will:

- Gain valuable work experience in the Peace and Conflict Studies field.
- Further develop leadership and facilitation skills that serve further career development.
- Mentor local youth to foster social change.
- Build relationships with local educators and TREE's peace building network.

POSITION DETAILS:

The contract will be for a total of 21 weeks:

- September 30 - November 1, 2019
- November 11 - December 13, 2019
- January 13 - February 14, 2020
- February 24 - April 3, 2020 (No workshops March 16-20)
- Training sessions will take place between September 16-20, 2019.
- Must be available for at least two sessions (2-3 hours each) per week within regular school hours (8:00am to 4:00pm)
 - Facilitators will work approximately 8-9 hours/week between facilitating, preparation, and team meetings.
 - The majority of classroom sessions take place on Tuesdays, Wednesdays, and Thursdays. Availability on these days is prioritized.
- Rate begins at \$14/hour.

RESPONSIBILITIES & QUALIFICATIONS:

If you were to come on board as one of our Workshop Facilitators, we would ask you to:

- Facilitate TREE Classrooms workshops, which includes:
 - Teaching TREE lesson content, aligned with Ontario curriculum.
 - Building positive relationships with students and educators.
 - Evaluating students based on TREE observation rubrics and benchmark assessment.
 - Conducting and collecting student and self-assessment information.
- Prepare for and attend all TREE training sessions and weekly team meetings.
- Compile a brief year-end report, documenting key experiences and facilitation notes to promote the efficiency of TREE from year to year.
- Provide content for TREE's social media platforms.

We may also ask you to:

- Identify opportunities for new activities, programs and connections within the community.
- Promote TREE at special events.
- Perform other additional tasks as assigned by the TREE Director.

If these things sound exciting and like an opportunity for personal and professional growth, then this position may be the right one for you!

To be a successful applicant you must have:

- A keen interest in and knowledge of conflict resolution, peace practices and social justice.
- Experience working with youth and youth programming.
- Motivation to share conflict resolution and social justice concepts with youth.
- Experience and confidence in public speaking or facilitation.
- Excellent communication skills.
- Experience working in a team-focused environment.
- Demonstrated reliability.

For applicants, it is nice to have:

- A valid driver's license and consistent access to a vehicle.
- Availability for sessions on Tuesdays, Wednesdays, and Thursdays.

APPLICATION PROCESS:

- Send the following in PDF format to Erin Huston (erin@therippleeffecteducation.ca), TREE Manager of Programs by Tuesday, September 10th at 4:30pm:
 - Current resume
 - Cover letter explaining why you would be a good fit for TREE, and your Fall availability
 - Two references
- Those selected for an interview will be contacted to secure a group interview time for September 12th, 2019.
- Successful applicants will be required to submit a police records check for working with the vulnerable sector.

At TREE, one of our core values and firm beliefs is that diversity makes us better. If you're unsure about your qualifications for this position, we'd still encourage you to apply. We're looking for candidates who have worked with youth and understand the value of conflict resolution and peace practices, but we know that not everyone has had the opportunity for both of these experiences. What's most important is that applicants feel comfortable in at least one of these areas and is willing to learn more and grow their skills in the other.

TREE values the diversity of the people it hires and serves. Diversity at TREE means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.