



LEAD FACILITATOR

Job Description (2020-2021)

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 4,700 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, WCDSB, and surrounding schools and community groups. To mentor TREE facilitators through facilitation skill development and uphold TREE's performance standards in both classroom and community settings.

TREE Lead Facilitators will:

- Gain valuable work experience in the Peace and Conflict Studies field.
- Further develop leadership and facilitation skills that serve further career development.
- Guide TREE's Facilitation Team in developing their facilitation skills.
- Mentor local youth to foster social change.
- Play a lead role in delivering a positive TREE experience for participants.
- Build relationships with local educators and TREE's peace building network.

POSITION DETAILS:

The contract will be for a total of approximately 40 weeks:

- May 2020 - September 2020
 - 20 hours over a 16 week period.
 - Includes in-person training, community facilitation, and personal reflection/reading.
- September 2020 - April 2021
 - 12-15 hours/week for 21 weeks over TREE's main facilitation sessions.
 - Full team training sessions will take place in mid-September.

- Must be available for at least 2 full days per week within regular school hours (8:00am-3:00pm). Additional availability may be required.
 - Facilitators will work approximately 12-15 hours/week between facilitating, preparation, and team meetings.
 - The majority of classroom sessions take place on Tuesdays, Wednesdays, and Thursdays.
- Rate begins at \$17/hour.

RESPONSIBILITIES & QUALIFICATIONS:

If you were to come on board as one of our Lead 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.
- Facilitate TREE Community workshops as required, which includes:
 - Working with TREE staff to develop custom workshops as they are requested.
- Play a lead role in mentoring workshop facilitators during team meetings and classroom facilitation.
- Modelling TREE's Facilitation best practices and ensure that TREE standards are being met in the classroom, including by providing feedback to team members.
- 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.
- Passion for facilitation, and a desire to further develop facilitation skills.
- Experience working with youth and facilitating youth programming.
- Experience in a leadership role, providing mentorship and feedback to peers.
- Motivation to share conflict resolution and social justice concepts with youth.
- Experience and confidence in public speaking or facilitation.
- Excellent communication and collaboration skills.
- Experience working in a team-focused environment.
- Demonstrated reliability.
- Availability for sessions on Tuesdays, Wednesdays, or Thursdays.
 - Lead Facilitators must have 2 full days of the week available, at least one being a Tuesday, Wednesday, or Thursday.

For applicants, it is nice to have:

- A valid driver's license and consistent access to a vehicle.

APPLICATION PROCESS:

- Complete the TREE Facilitator application available on the TREE website, including an attached resume, by **Monday, April 27th at 4:00pm.**
- Those selected for an interview will be contacted to secure an interview later in April.
- Successful applicants will be required to submit a police records check for working with the vulnerable sector.

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.