Position Description: The ServiceWorks volunteer Skills Training (Curriculum) Facilitator will deliver curricular module(s) to groups of Service Scholars following a provided training script. The skills training covers topics that are critical in most work environments, such as networking, professional work ethic, and collaboration. Volunteers may deliver one or more skills training topics during one or more workshops and will receive training on the materials prior to their service.

About the Skills Training Curriculum:

- 10 modules will be delivered to Service Scholars, with a focus on leadership and project management skills.
- Modules are part of an integrated program with reinforcement through taking it forward (homework), success coaching, and supplemental workshop assignments, as well as service projects.
- Modules involve a mix of lecture, video, discussion, and activities structured for delivery in 60-90 minutes per topic.
- Volunteer trainers will be provided with facilitator guides to encourage and assist in adapting the curriculum for their Scholars.
- Modules will be presented in sequence and each one will build on the others and help participants work toward completion of their capstone service projects.

Responsibilities: The Skills Training Facilitator is responsible for delivering training sessions in an inclusive and engaging manner, demonstrating confidence, enthusiasm, and familiarity with the subject matter, to ensure that the desired outcomes for lessons are successfully delivered. Volunteers should:

- Model strong public speaking abilities and capabilities for delivering effective workshops.
- Commit to designated training, program schedule (i.e., availability for an entire cohort - estimated at three months, but will vary by site), and delivering one or more workshops during the course of a cohort.
- Facilitate sessions to guide Service Scholars toward mastery of outlined learning objectives according to provided facilitator guides and materials, making sure to observe, listen, and ask questions to encourage Service Scholar participation and check for understanding.
- Maintain unconditional positive regard for Service Scholars, and remain at all times supportive and non-judgmental of their views, lifestyles, and aspirations; maintain an environment that encourages service scholars to do the same for each other.
- Communicate/collaborate with ServiceWorks program staff and complete reporting using provided tools, to assist in objectively evaluating the outcomes of the process, and ensure that the training is contributing to the Service Scholars’ successful progress.
SKILLS TRAINING (CURRICULUM) FACILITATOR

Qualifications: Successful candidate should have strong presentation, organization and facilitation skills. Ability to comfortably and successfully engage a group of 16-24 year olds over a period of 60-90 minutes is essential. Volunteer skills trainers must participate in pre-service training and pass a background check and screening.

Education/Experience: Candidate should have experience delivering presentations to groups and working with young adults. The ideal candidate will have experience in teaching/training, youth development and/or programming for under-resourced young adults, leadership and/or project management skill building. Previous work experience in marketing or public speaking is also a plus.

Time Commitment: Skills Training Facilitators must commit to attending training, working with their designated group of Service Scholars for the duration of a cohort (estimated at once or twice a week for three months at 1 hour per session, approximately 24 hours total), and providing requested updates to program staff.

What Skills Training Facilitators Gain:

- Meaningful interactions with young adults at a critical point in their growth and development
- Training/group facilitation experience and opportunities to engage in service learning
- Opportunity to equip young adults with important leadership and project management skills

Interested? Contact us!

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