



Job Description

POSITION:	Young Men's Program Facilitator
REPORTS TO:	Youth Health Services Manager (YHS)
LOCATED:	Tennyson High School/Tennyson Health Center in Hayward, CA
DEPARTMENT:	School Based School Linked Health Services (SBSL)
TIME/STATUS:	10-15 hours per week, Part-time contractor position \$11-\$15/hour

POSITION SUMMARY

Under direction of the Youth Health Services Manager (YHS), the Young Men's Program Facilitator performs a variety of tasks necessary to efficiently and effectively coordinate a young men's peer group.

DUTIES AND RESPONSIBILITIES

1. Coordinate and facilitate the weekly Young Men's Program (YMP) with a minimum of 20 students for at least 2 hours a week at Tennyson High School (THS) and additional planning group meetings at 2 hours a week.
2. Read and implement YMP work plan pertaining to the said programs and grant requirements (i.e. ensure that sign in sheets are submitted to YHS Manager, ensure all students complete personal action plans, conduct necessary outreach to THS students, etc.).
3. Meet on a weekly basis with YHS Manager to provide updates and performance measure of these programs.
4. Conduct outreach at THS to recruit students to participate in YMP, including but not limited to: classroom presentations, lunch time tabling, individual outreach, school wide events, community events, etc.
5. Assist with the coordination of students in SBSL events (i.e. SBSL youth retreat, End of the year awards, health fair, etc.)
6. Provide drop-in office hours for students in program who may be in need of additional assistance, referrals and support for at least 4 hours per week.
7. Shall not use the curriculum for any training outside of the THC Young Men's Program workshops without the consent of TVHC, Inc., and its agents.
8. Maintains accurate statistical data regarding program implementation and documentation of daily activities and completion of program objectives. Documents accurate records or participant information such as personal action plans, class schedules, parent permission forms, agendas, sign in sheets, etc.
9. Regularly evaluates programs and produces monthly reports on the accomplishments of the program, and presents grant data to the YHS Manager and Director of SBSL Health Services on a regular basis for report writing.

10. Turn in timesheets, financial documents, and all other necessary documentation that pertains to completing work plans and other work assigned at the end of each month.
11. Conduct on-going evaluation to meet evaluation requirements and assessment.
12. Performs other duties as may be assigned by the YHS Manager and the Director of School Based/School Linked Health Services Department.
13. Operate at all times in good faith; deal fairly and professionally with TVHC its staff, contractors and agents.

QUALIFICATIONS

1. Experience working in youth leadership, youth organizing, or other youth development models.
2. Experience working in a high school setting or with high school aged youth; particularly Latino and/or African American youth.
3. Group facilitation skills, discussion group planning, event planning or curriculum development
4. Strong community outreach skills or other recruitment strategies.
5. Excellent communication skills (both written and verbal) required.
6. Bilingual, English/Spanish, strongly preferred.

EDUCATION AND EXPERIENCE

1. Bachelor's degree in related field preferred, and or experience with adolescent population and experience working with multiracial populations.
2. Passion for social justice; understand principles of peer education, violence prevention and conflict mediation.
3. Experience with community organizing and working in youth settings.
4. Experience in school or health care setting preferred.
5. Experience in the arts preferred.

Please email a cover letter and resume to mbalcita@tvhc.org
Include Young Men's Program Facilitator in the subject line.
Please no phone calls.