



Job Description: Program Facilitator

TITLE: Program Facilitator

JOB STATUS: Hourly, Full time and Part time afternoons and/or evenings

REPORTS TO: Program Director

OVERVIEW: The Program Facilitator is a vital position at the iCan House supporting the programming upon which the iCan House's mission is built. Primary responsibilities focus on facilitating and managing social groups and events for individuals who are neurodiverse, plus other tasks as needed.

EXPERIENCE:

- Experience facilitating and planning programs and following curriculum
- Experience working in nonprofit, education, or healthcare preferred
- Experience working with children, teens, and adults with special needs
- College degree or coursework with a concentration in education, psychology, or a related human services field preferred

QUALIFICATIONS:

- Works effectively with children, teens, and adults who have varying levels of ability and differences
- Demonstrates good judgment, discretion, and diplomacy
- Communicates effectively and genuinely with children, parents, team members, and community partners
- Uses active listening skills
- Demonstrates effective decision-making skills
- Able to effectively assess and analyze situations in the moment
- Maintains strong character, enthusiasm, sense of humor, patience, self-confidence, and self-control
- Exhibits a positive, personable, "can-do" attitude
- Models appropriate social skills
- Able to work as a team-member
- Flexible and able to adapt to diverse situations as they arise
- Exhibits strong initiative, is self-motivated and resourceful, and can work independently
- Utilizes high level of organizational skills with attention to detail
- Possesses strong time management and prioritization skills
- Represents the organization in community partnerships professionally and appropriately

SPECIAL POPULATIONS:

- Works directly with those who have anxiety, social communication challenges, various types of developmental disabilities, learning disabilities, ADHD, and other differences.
- Must be compassionate and understanding when interacting with participants, their families, the community, and other professionals.
- Directly facilitates interactions, and as such, must have experience and demonstrate the ability to teach, connect, and relate to people with differences.

JOB RESPONSIBILITIES:

- **Program Facilitation:** Facilitate and manage social skills groups for those ages 8 to adult using the iCan House philosophy and curriculum. Interface with families regarding the curriculum and skills.
- **Apply:**
 - Strong classroom management skills
 - Sense of responsibility
 - High moral character
 - Ability to relate to those with anxiety and social challenges
 - Effective organizational and critical thinking skills
 - Ability to generate excitement and enthusiasm appropriately.
- **Curriculum/Coursework:** Aid in the development of curriculum and coursework.
- **Program & Event Supervision:** Aid in monitoring and supervising programs and events, both on and off-site.
- **Event Planning:** Participate in planning events, as assigned.
- **Special Project Assignments:** Work under the direction of the Program Director on specially assigned projects, both as a project participant and project leader, when appropriate.