

eliminating racism  
empowering women

**ywca**

Northwest Ohio

## Teen Advocate/Facilitator Job Description

May 2012

As an affiliate of an international membership organization, the YWCA of Northwest Ohio has devoted the past 150 years to eliminating racism and empowering women.

<b>Position:</b>	Teen Advocate/Facilitator	<b>Wage:</b>	\$19.00
<b>Department:</b>	Youth Development	<b>Pay Basis:</b>	Hourly
<b>Reports To:</b>	Youth Development Director	<b>FLSA Status:</b>	Non-Exempt
<b>Hours/Week:</b>	40	<b>Benefits:</b>	Eligible at 1.0 FTE
<b>Employment Status:</b>	Regular Full-time		

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### Position Summary

Provide educational, resource, referral and support services to students in the 8th through 10th grade who attend Toledo Public Schools and participate in the "Reducing The Risk (RTR)" program. Provide educational, resource, referral and support services to students attending Bowsher, Rogers, Scott, Start, Waite and Woodward High Schools who participate in the "Teen Outreach Program (TOP)".

### Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Facilitation of classroom sessions according to lesson plans in the program curriculum. Maintain accurate attendance records of all participants.
- Work cooperatively with health classroom teachers and school administration on scheduling and delivery of the Reducing The Risk and Draw the Line curriculum.
- Serve as referral source for participants and families presenting needs not addressed by the Draw the Line, Reducing The Risk or Teen Outreach Program's curriculum and within program goals/realms. Provide support to students as necessary.
- Work with the Program Director in development of student service learning, TOP curriculum focus, and celebration activities. Advocate for issues affecting the program youth and their families.
- Conduct visits and remain in contact with the Teen Outreach Program participant's families.
- Aid in the planning and implementation of monthly parent nights.
- Able to lift a minimum of 30 pounds.

### Organizational Culture:

Commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

**Prerequisite Qualifications**

The candidate must meet the following criteria to be considered for employment in this position:

Bachelor's Degree in Social Work, Education, or related field. Two years work experience with youth in an agency or school setting. Experience with persons from diverse ethnic, economic, and cultural backgrounds. Must be willing to drive clients, has a valid Ohio driver's license, be insured, and have access to a vehicle.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Candidate must be able to lift up to 30 pounds
- Movement within office environment including up and down three flights of stairs
- Ability to write by hand and use keyboard to perform general office functions
- Ability to communicate by speech and hearing continuously
- Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, computer use, reading and to potentially supervise children in a variety of activities
- Ability to sit and stand for extended periods of time
- Ability to walk, run, move, squat, stoop, bend, twist, turn, push, pull and reach in interactions with children

**Acknowledgment:**

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Signature Employee \_\_\_\_\_

Date \_\_\_\_\_