



## Hispanic Unity of Florida

**Job Title:** Teen Outreach Program (TOP) Co-Facilitator  
**Program:** Unity 4 Teens  
**Reports To:** Program Coordinator  
**Classification:** Non - Exempt  
**Schedule:** 15 to 20 hours per week (some evenings and weekends as required)  
**Salary Range:** \$13 - \$16/hour  
**Date Released:** April 2017

**Summary:** The TOP® Co-Facilitator is responsible for assisting the TOP Facilitator to implement weekly TOP® sessions, helping to coordinate community service learning opportunities, and providing overall support for teens enrolled in the program. The TOP Co-facilitator will help facilitate the program according to the approach of the evidence-based “Wyman’s Teen Outreach Program®” and support the evaluation and continual quality improvement of the program.

### Essential Duties:

- Co-facilitate the Teen Outreach Program® following the guidelines of the Facilitator.
- Assist the Facilitator in the planning and facilitating of the lessons from the Changing Scenes© curriculum to groups of 25 students maximum at assigned weekly TOP® meetings and sites.
- Assist the Facilitator in the planning and implementation of community service learning activities with TOP® teens, ensuring teens have the opportunity for a minimum of 20 hours of service within the 9-month program.
- Participate in weekly, bi-weekly or monthly staff meetings (as required).
- Maintains weekly TOP® attendance and facilitator logs.
- Documents all completed Community Service Learning Activities and supports documentation with pictures.
- Maintain healthy and appropriate relationships with TOP® teens, focusing on safety, support, interaction, and engagement.

### Communication

- Maintain proper communication with the TOP Facilitator and Program Coordinator to overcome any problems related to participants’ status or non-compliance as well as facilitate any possible referrals.
- Demonstrate sensitivity and respect toward persons of different ethnic, cultural and socioeconomic backgrounds. Demonstrate respect toward Facilitator, Coordinator, program staff and school staff.

**Qualifications:**

- Associate degree in the areas of youth development, social work, education, or related field preferred; High School diploma with equivalent work experience will be considered.
- Some experience in classroom teaching (preferably with youth ages 10 to 18)
- Interpersonal skills to handle sensitive and confidential information.
- Ability to foster diversity and open communication within teams and programs.
- Ability to work as part of a high performing team.
- Ability to travel independently with possession of a valid Florida driver’s license and insurance

*Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

I have read my job description and understand my responsibilities.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”.

April 2017