



## Youth Group Facilitator

### Group Recreation and Developmental Support Program (GRADS)

#### Position Summary

The GRADS Facilitator at DGCKids is responsible for planning and facilitating monthly group activities for school-age children with visual impairments, some of whom have other disabilities. The goals of the GRADS program are to:

- Foster the development of social skills, friendships, and independence through fun and challenging activities
- Motivate participants to challenge themselves and become active participants in their communities

#### Responsibilities

- Provides a safe, fun, and challenging learning environment in which participants can build social skills and friendships, become more independent, and participate in community activities.
- In partnership with participants and parents, develops, and monitors individual goals for each participant.
- In partnership with other facilitators and program staff assist in creating annual and monthly activity plans that promote program goals, ensuring adaptations are made to enable full participation of all group members.
- Provides oral and written reports of participant progress updates to parents, team members, and management including maintaining client files in compliance with DGC requirements.
- Maintains a group environment that allows for effective communication.
- Supports monitors of participation and achievement of individual goals.
- Assists with planning and chaperoning for the annual winter and summer challenge trips.
- Communicates regularly with parents/guardians of participants, partnering to set goals and determine needed support for program participants. Provides updates to parents regarding group activities and progress on individual goals.



- Assists in the evaluation of group activities to improve and expand programming.
- Attends monthly facilitator staff meetings and regularly monitors/responds to emails, texts, phone calls, and other communication from DGC staff and parents of participants.
- Coordinates and supervises volunteers during activities, including communication regarding planned activities. Provides guidance on support needs of each participant.
- Respects the unique interests, culture, needs, and priorities of each child, family, and volunteer and builds on their strengths and abilities.
- Other related tasks as assigned

#### **Qualifications**

- Minimum of 60 hours of earned college credit, or comparable experience; 4-year degree ideal.
- Experience working with children, preferably children with disabilities. Knowledge of visual impairments is a plus.
- Experience planning and facilitating groups is desired.
- Possesses strong interpersonal and communication skills with children and families from diverse backgrounds and professionals from other fields.
- Excels at collaborating and communicating with team members from diverse cultural and professional backgrounds.
- Capable of functioning independently but knows when to seek supervisory consultation.

#### **Reports to**

Child and Youth Program Manager

#### **Terms of Employment**

- Variable Part-Time Employee (5 hours per week)
- Complete training related to working with children with visual impairments and other disabilities.
- Background check and drug screen completed upon offer of employment.



- Must have a car and maintain a valid driver's license, auto insurance and an acceptable driving record to meet travel requirements of service area.
- Must be physically able to lift or move 30-50 pounds; push/pull and lift equipment and supplies; assist children by bending, crouching, kneeling, sitting in chairs and/or on floor and reaching in all directions; and stand, sit or drive for long periods.
- Must have access to email and cell phone.

#### **To Apply**

1. Submit a cover letter and resume outlining your professional experience and achievements, education, and relevant training and credentials.
2. Email cover letter and resume to **[employment@dgckids.org](mailto:employment@dgckids.org)** or fax to 314.776.7808.