



JOB ANNOUNCEMENT

JOB TITLE: Program Facilitator – Lebanon County

REPORTS TO: Program Manager – Lebanon County

STATUS: Part-Time (Seasonal, up to 29 hrs/wk), Non-Exempt

LOCATION: Lebanon, PA

Compass Mark is a non-profit organization founded in 1966 with a mission to prevent addiction through education, skill-building, and community mobilization. Serving Lancaster, Lebanon, and Chester Counties, Compass Mark provides a wide range of science-based prevention programs designed to guide and empower all people toward healthy, fulfilling lives free from addiction.

SUMMARY DESCRIPTION

The Program Facilitator works within the schools and community as an ambassador for Compass Mark and is responsible for implementing prevention curricula for children and youth. The Program Facilitator provides psycho-educational support programs approved by the state of Pennsylvania to prevent alcohol, tobacco, other drug use and gambling.

PRIMARY RESPONSIBILITIES

1. Provide addiction prevention programming through direct instruction within school classrooms, declining no more than two facilitation opportunities per year.
2. Work with students to enhance the development of healthy decision-making, concern about self, family and peers, and coping skills.
3. Gain and maintain a deep understanding of Compass Mark's program curricula to manage a program effectively and work towards accomplishing outcomes.
4. Use knowledge of Compass Mark's programs to assist the Program Manager in marketing these offerings within schools and the community.
5. Attend trainings as scheduled to acquire skills and subject matter for proper facilitation of Compass Mark programs.
6. Adhere to all program standards, policies and procedures to ensure the safety of all children and the confidentiality of their discussions.
7. Administer and submit reports of services provided per state and county reporting requirements in a timely, accurate fashion.
8. Establish and maintain strong working relationships with school counselors, administrators, teachers and other individuals, leading to effective and coordinated delivery of programs in schools and community organizations.
9. Support the mission of Compass Mark in the community and adhere to the agency's core values.

REQUIRED QUALIFICATIONS

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, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Skills: Bachelor's degree in Education or a Human Services discipline. Minimum 2 years of experience working with children and adolescents. Teaching or other school-based experience is preferred, or any combination of education, training and experience that demonstrates the ability to perform the duties of the position. Excellent verbal and written communication skills including proven ability to build strong rapport with children and adolescents.

Qualities: Strong organizational skills and capacity to manage multiple projects; Ability to effectively facilitate a group and encourage learning of new behaviors and skills; Creativity; Flexibility with work hours and locations; Ability to work in a multicultural and diverse environment utilizing collaborative and team-oriented approaches; Commitment to high professional ethical standards.

Language & Reasoning: Ability to read, analyze, and interpret information. Ability to communicate clearly and effectively in English, including being able to create written reports and respond to questions. Ability to solve practical problems and interpret a variety of instructions in written and oral form.

Travel: Employee must have access to a personal vehicle and be able to travel, generally up to 25 miles per day depending on program location. The employee must also possess a valid driver's license and required vehicle insurance.

Technology Requirements: Employees are required to provide and maintain their own laptop computer for the delivery of prevention programs, completion of administrative duties, documentation, communication, and other job-related responsibilities. The laptop must be reliable, internet-capable, and able to support required software and virtual meeting platforms.

Work Environment and Physical Demands: The employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must be able to occasionally lift and/or move up to 25 pounds. Other abilities required by this job include the ability to adjust focus, concentrate for extended periods of time, and talk and hear. The noise level in the work environment is usually moderate.

EMPLOYEE BENEFITS

This is a part-time, seasonal position and is not benefit eligible.

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, genetic information, national origin, sex, pregnancy, childbirth, or related medical conditions, age, disability, citizenship status, uniform service member status, sexual orientation, familial status, gender and gender identity, and any other protected class under federal, state, or local law.

Compass Mark values diversity and desires applications from diverse individuals.

TO APPLY

Email a cover letter and resumé to **Staci Strauss**, Administrative Coordinator, at sstrauss@compassmark.org. No phone calls, please.