

JOB DESCRIPTION

POSITION: **BUILDING HORIZONS FACILITATOR**
SALARY RANGE: \$10.50 to \$13.00 per hour D.O.E.
SUPERVISOR: Building Horizons Manager
% OF TIME: Full Time

GENERAL STATEMENT OF RESPONSIBILITIES:

Responsible to assist with the implementation of Crime Preventions goals and objectives including the facilitation.

Responsible for the over- sight and daily involvement with the ***Building Horizons*** activities.

Assists the Building Horizons Coordinator with administrative task and special projects.

RELATIONSHIPS:

Reports to the Building Horizons Manager.

Maintains relationships with community youths, volunteers and professional(s) servicing the Agency.

Maintains relationship with school district personnel when necessary and other outside agencies/ organizations involved with youths.

RESPONSIBILITIES:

The activities listed below are not all inclusive; however they are indicative of the types of activities normally performed by Building Horizons Facilitators.

Provides supervision, direction, instruction and support to youth ages 8 – 17 involved in the ***Building Horizons program***. Organizes materials and supplies used for after school activities and special events.

Assists Manager with all arrangements relative to guest speakers, workshops, camps field trips and educational sessions.

Assists in community assessments relative to substance abuse issues.

Participates in ongoing training relative to youth development, substance abuse prevention and educational instruction methods.

Must attend all regular and special meetings (when requested) of the Board of Commissioners.

Must travel when necessary to fulfill business for the RVIHA.

Any other duties as assigned by Building Horizons Manager or Executive Director.

QUALIFICATIONS:

High School graduate with college credit and/or AA degree or 3 or more years of real life experience.

Proven experience working in youth service organization, school setting or social service organization.

Good organizational skills.

Ability to effectively and positively motivate youth in structured activities.

Ability to work odd hours, some evenings and occasional weekends.

Must possess a valid California Drivers License.

Must be willing to take and be able to pass drug tests.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. (Title 25, Code Sections 472 and 473). In other than the above the Round Valley Indian Housing Authority is an Equal Opportunity Employer.