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## LifeSkills™ Training Presenter Job Description

- Purpose:** This Specialist position is responsible for creating a safe, positive space within school classrooms for middle and senior high school students. This individual will be facilitating the LifeSkills™ Training (LST) program. Classes are conducted during most Health classes in Bartholomew Consolidated School Corporation (BCSC).
- Responsible To:** BGC Program Director
- Payment Rate:** \$15+ / hour (based on experience)
- Hours:** 15 - 30 hours per week; Part-time nonexempt; During School Time-
- Flexible schedule/some evening and weekend hours
  - Example Hours:
    - o School Day hours 7:30-3:30; some mornings and evenings for meetings, trainings and programming.
    - o Hours are flexible and negotiable
  - Employee Assistance Program (EAP);
    - o Counseling, Financial Planning, School Aged Childcare, Health & Fitness support
  - Professional Development
    - o Child Youth Care Credentialing, BGCA National Training of the Trainers, BGCA Club Directors Academy, Mental Health First Aid, CPR/First Aid, Darkness to Light, ACES, Trauma Informed Care, Developmental Assets & Relationships, etc...
- Qualifications:**
- Communication Skills: Ability to speak relative to a teenagers' development level and to speak calmly and relationally with children ages 13-18, as well as teachers and school administration.
- Education and Experience: Some education or experience/training in a related field with youth; must pass a criminal background check. CPR/First Aid/Universal precautions certified. Must have or be willing to obtain.
- Technical Skills: The ability to plan and facilitate LST lessons with a classroom of teenagers between the ages of 13-18.

**Essential Duties:**

1. Create and maintain a positive learning environment, encouraging the inclusion of all students.
2. Maintain LST lessons and attendance, demographics, pre/post tests, and other related paperwork.
3. Deliver LST program as trained.
4. Manage classroom behaviors and distractions.
5. Maintain safety and accountability in classrooms.

**Competencies:**

**Attendance/Punctuality:** Demonstrates reliability by regularly arriving to work on time and by taking breaks in expected time frames. Reliable transportation.

**Customer Service:** Strives to maintain positive internal and external customer service relationships; Represents FFY professionally.

**Diversity:** Treats others with respect and consideration regardless of their cultural background, status, lifestyle, or position; Exhibits objectivity and openness to others views.

**Initiative:** Prioritizes and plans assigned lessons; Uses time efficiently; Asks for and offers help when needed; Informs supervisor of problems or concerns.

**Organizational Support /Ethics:** Demonstrates support for Foundation for Youth's Mission and Vision; Follows Boy's and Girl's Club policies and procedures; Follows BCSC Facility policies and procedures, including dress code.

**Safety and Security:** Demonstrates support for Foundation for Youth's safety manual procedures; Uses equipment and materials properly.

**Teamwork:** Demonstrates team behavior and willingness to promote a team-oriented environment; Exhibits cooperative attitude while working on all job tasks and willingly assists others; Performs other duties as assigned.

**Send Resume and References to:** [bgc@foundationforyouth.com](mailto:bgc@foundationforyouth.com).