

POSITION ANNOUNCEMENT
RISE! FACILITATOR

Background

The Women's Resource of Greater Houston helps women and girls make choices toward becoming independent, productive, and financially stable. We accomplish this mission by annually teaching free financial education classes to over 6,000 individuals and offering RISE! (Your Road to Independence, Success and Empowerment) to at risk high school girls.

RISE! began in 2005 as Project LEAD, a one-semester program for at-risk 9th and 10th grade girls. It recently expanded to encompass all four-years of high school. RISE! empowers high school girls to realize their potential, identify their personal values, manage personal finances, recognize their leadership skills and plan for their future goals. The Women's Resource is seeking qualified candidates to join our team as a RISE! Facilitator.

Qualifications

- Must enjoy working with high school girls. Prior experience working with teens is a plus
- The ability to demonstrate patience, professionalism, and tact in interpersonal communication
- Excellent organizational, verbal, written, and interpersonal communication skills
- Positive attitude, sense of humor, patience, character and integrity
- Flexible and able to adjust schedule and lessons as needed
- Dependability and accountability are a must
- Ability to recognize strengths in individuals and systems, and motivate others
- Must have reliable transportation
- Open to female undergraduate juniors and seniors, graduate students, post graduates and/or females who are mid-career
- References are required, along with a background check

Duties include, but are not limited to:

- ❖ Deliver RISE! Curriculum at assigned RISE! school location on a weekly basis at assigned day/time.
- ❖ Follow all RISE! school location rules and requirements.
- ❖ Communicate effectively with diverse populations to include: partner schools, program participants, and volunteer guest speakers.
- ❖ Meet with The Women's Resource (TWR) RISE! Coordinator and other facilitators for meetings and trainings throughout the semester.
- ❖ Review weekly lesson and prepare materials before each RISE! class and be able to adapt the lesson plans to fit the individual school environment.
- ❖ Pick up and drop off RISE! materials and resources for classes at TWR.
- ❖ Discuss openly with The Women's Resource RISE! Coordinator and other facilitators, problems, solutions, and improvements for an optimal RISE! experience.
- ❖ Be at your assigned school on time each week.
- ❖ Ensure quality of the class(s) you are facilitating by encouraging attendance, engaging participants in each lesson and addressing any problems as they arise.
- ❖ Follow RISE! curriculum as presented in the facilitator notebook.
- ❖ Record and submit class attendance weekly.
- ❖ Review required forms with RISE! participants and ensure they are turned in to the RISE! Coordinator in a timely manner.
- ❖ Observe other RISE! Facilitators during the semester.

Position Opening Date: Immediate

Part-Time Position

This position is part-time. A RISE! Facilitator can expect 2-3 hours of preparation and follow-up time/week, travel time each week to and from RISE! location, 60-90 minutes classroom time and Facilitator Orientation and two group meetings during the semester.

Application Process

The position will remain open until filled.

Download an application from the 'Contact Us' page on our website (click on Who We Are and then Contact Us) www.thewomensresource.org. Applicants may email, mail or fax their **application** AND **supporting documents** to the office using the information listed above.

Only qualified applicants that submit ALL documents requested above will be considered.

We appreciate your interest in our organization.

The Women's Resource of Greater Houston is an equal opportunity employer.

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