

POSITION DESCRIPTION: Facilitation Coordinator

Reports to	School's Out Governance Committee, Wellington Gay & Lesbian Welfare Group
Location	Central Wellington
Date	June 21st 2011

The Facilitation Coordinator will train and work alongside volunteers in facilitating support and social groups for queer youth across the Wellington region. The Facilitation Coordinator will also occasionally run other programs with students and key teachers to promote diversity groups and to develop a supportive environment for queer students.

ESSENTIAL JOB RESULTS

Session Planning and Supervision

- Develop a useful topic and activity term plan in conjunction with the needs of each group
- Meet with volunteers and/or guest speakers to discuss strategies for facilitating on topics
- Review previous sessions with volunteers and provide support and guidance
- Complete regular evaluations of each group with feedback from the youth, analyze and record the results and implement improvements
- Seek and maintain contact with professional supervisor
- Maintain any projects relevant to the role as required

Volunteer Coordination

- Develop and deliver regular, comprehensive volunteer training
- Manage and supervise the performance of volunteers
- Ensure effective recruitment and retention of volunteers with an appropriate match of skills, interests and aspirations for both the volunteer and the programme
- Ensure other training and development of volunteers to achieve personal and work goals
- Provide mechanisms to acknowledge contributions made by volunteers

Facilitation of Groups

- Ensure that all required items (food, stationary, pens, paper etc.) for a session are present and ready before the meeting begins
- Keeping accurate records of petty cash spending and being responsible for day to day expenses
- Attend and act as the lead facilitator in all scheduled groups, being sure to keep the discussion on topic and maintain full participation and inclusion
- Ensure the group space is safe and that the delivery meets the needs of the participants and fulfills School's Out's guiding principles

- Maintain the necessary relationships and keep abreast of developments and trends of emerging issues of significance for the youth queer communities

- Building and developing the existing groups in Wellington, Kapiti and the Hutt while also ensuring the creation of new groups where a need is identified
- Ensuring volunteers are trained and enough volunteers are available
- Building School's Out's capacity to train volunteers and run effective workshops
- Working closely with the Program Leader to expand the School's Out programme.

Employer	Gay Wellington (Wellington Gay Welfare Group)
Manager	Chair of School's Out Governance Committee
Internal	Program Leader. Supervisor approved by Gay Wellington. School's Out volunteers
External	Secondary Schools, young people, youth organisations

School's Out's Guiding Principles

For Youth By Youth –aiming to incorporate youth direction in all activities

Empowerment – building leadership skills and confidence among queer youth

Inclusion – involving everyone in projects and reducing discriminatory barriers to access