

Job Title	Service Learning Facilitator
PVN ID	LA-1603-001044
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	WEC
Status	Full Time
Hourly Rate	\$15.00
Hour(s) a Week	35
Closing Date	May 02, 2016 (Or Until Filled)

General Description

Service Learning Facilitator - 3 positions available

Reports to the Director of Workforce Education Center - Summer Youth Employment Program (SYEP)

JOB GOAL: The Facilitator of Service Learning in the LaGuardia Workforce Education Center works with the Director and program Coordinator in the design, development, oversight, and implementation of Service Learning Program. The facilitator assists community partners, service learning faculty, and students to developing mutually beneficial service learning partnerships; works collaboratively as a member of the Service Learning team, coordinate events to connect service learners with appropriate service opportunities and gathers and acts upon feedback from the community partners on their satisfaction with the service learning process.

PERFORMANCE RESPONSIBILITIES:

- Oversee the service-learning program.
- Oversee the collection of service-learning data.
- Plan and implement curriculum.
- Maintain files and necessary documentation for student experiences.
- Plan field trips related to the service learning activities.
- Comply with all requirements of SYEP Service Learning at LaGuardia Community College.
- Conduct regular evaluation and assessment of service learning activities.
- Assist in development of reflection opportunities for participants.

Other Duties

- Ability to work with youth 14-15 years of age.
- Ability to navigate the public transportation system.
- Compile and submit end of program data to program coordinator.
- Prepare weekly reports for Director.

Qualifications

Intercultural Proficiency, Planning, Student Learning. High level of independent thinking and creativity required. Flexibility in dealing with diverse groups of people. Makes constant decisions on the appropriateness of particular service sites. Must be able to assess situations quickly and gather needed information. Requires ability to make non-routine decisions unique to each situation. Must prioritize multiple job demands. Problem solve, and trouble shoot.

- College Junior, Senior or Graduate, Education or Human Services Majors preferred
- Passionate about service learning and community service and its potential to engage students in meaningful learning
- Well-organized and have good written and oral communication skills
- Experience with databases and open to using web-based applications
- Knowledgeable about the Queens community and its needs
- must be able to demonstrate a theoretical foundation in the principles and practices of leadership
- must possess exceptional interpersonal and communication skills
- strong organizational skills
- ability to manage multiple priorities
- willingness to work and communicate effectively with diverse populations and as a team

A background check and finger printing are required prior to finalizing an offer of employment.