
Job Title	Facilitator - Project Based Learning
PVN ID	LA-2203-004647
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Hourly Rate	\$25.00
Hour(s) a Week	35
Closing Date	Jul 31, 2022 (Or Until Filled)

General Description

The Workforce Education Center is an arm of the Division of Adult & Continuing Education at LaGuardia Community College that works with youth ages 14-24 who are in need of improvement of academic skills, an internship, a high school equivalency diploma, community service experience, entry into the job market or interested in entering college. The Facilitators for Project-Based learning activities will work with 14 & 15 year old young adults in an in-person and/or an online classroom setting providing teaching and learning in which students use academic knowledge and skills to address genuine community needs.

Performance Responsibilities:

- Oversee the Project-Based Learning instructional activities on-line and/or in-person classroom program to which they are assigned
- Oversee the collection of participants' project-based learning data
- Plan and implement project-based learning/youth development curriculum
- Maintain files and necessary documentation of student project-based learning experiences
- Plan and execute virtual and in-person trips related to the project-based learning curriculum.
- Comply with all requirements of the SYEP project-based learning program at LaGuardia Community College
- Conduct regular evaluation and assessment of project-based learning activities
- Assist in the development of reflection activities for program participants
- Guide students in the promotion of social change by providing a deep understanding of how individual actions contribute to the community
- Motivate students to produce a service project that reflects their project-based learning subject area
- Compile and submit end of program data to Program Coordinator
- Prepare weekly reports for the Program Director
- Work with classroom assistants to ensure that participants time sheets are completed so that they can receive their stipends.

Other Duties

Qualifications

- College Senior or Graduate with a major in Education, Human Services or Instructional Technology and/or other related field
- Passionate about project-based learning and community service and its potential to engage students in meaningful learning
- Well organized and have excellent written and oral communication skills
- Experience with databases and open to using web-based applications
- Knowledgeable about the Queens and other communities and their needs
- Must be able to demonstrate a theoretical foundation in the principles and practices of leadership
- Strong organizational skills
- Ability to manage multiple priorities
- Willingness to work and communicate effectively with diverse populations and function as a key team member.
- Ability to build rapport with youth 14-15 years of age

A background check and fingerprinting are required prior to finalizing an offer of employment