



**Position:** Youth Program Facilitator  
**Organization:** Stars United Global Outreach  
**Reports to:** Program Manager  
**School Location:** South Dallas. John Neely Bryan Elementary. 2001 Deer Path Dr, Dallas, TX 75216  
**Areas of Opportunity:** Entrepreneurship, Financial Literacy, Leadership, Life Skills.

### **Organization Background**

Founded in 2015, Stars United Global Outreach (SUGO) is a Dallas based non-profit organization which provides free, daily after school and summer programs to children in need. Our goals for SUGO are the same we have for our children. We want to create a positive atmosphere that will lead our youth in the best direction, to make sound educational plans, and career goals by providing life skills, leadership skills, and financial literacy with a keen focus on entrepreneurship. Additionally, we aim to provide strong mentors, and positive role models help them know that they are not at risk but "at promise."

### **Roles and Responsibilities**

The part-time facilitator, under the direction of the Program Manager, is responsible for the daily implementation of the Stars United Global Outreach program model:

- Ensure cleanliness of classrooms, auditorium, and other areas where the program is held.
- Help monitor student health and safety for COVID-19 related factors.
- Always supervise and engage students.
- Be at the school site during program hours, approximately 3-6pm Monday through Thursday.
- Prepare and plan activities that reflect the required program curriculum.
- Work in conjunction with the Program Manager to ensure the smooth delivery of program activities.
- Complete attendance accurately and report absentees to the Program Manager.
- Follow the SUGO code of student conduct when disciplining students.
- Report disruptive behavior and/or areas of concern to the Program Manager.
- Assist with the distribution, supervision, and clean-up of snacks in the common area.
- Follow proper reporting of time worked by adhering to SUGO sign-in/out procedures and notifying the Program Leader of any absences in advance.
- Prepare supplies, materials, and any other items needed before meeting the students.
- Support teachers during academic hour to maintain an atmosphere that is conducive to learning.
- Attend professional development activities and meetings provided by SUGO.
- Maintain professional and positive relationships with school staff, including principal, teachers, janitors, and office staff.
- Organize student recruitment and promote the program.
- Assist in acquiring and coordinating program equipment, materials, facilities, nutrition, and transportation needs on site.
- Assist in planning end-of-session culminating events.
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### **Experience and Education**

The successful candidate will have a year or more of non-profit or related youth development program experience. The individual will have a familiarity with and passion for working with low-income

youth. Additionally, a successful candidate will have experience and knowledge in program specific areas to include entrepreneurship, financial literacy, life skills, and leadership development.

- Some undergraduate study is required; coursework in business, education, social or human services, child development, or related field is desirable.
- One or more years' experience working in an after school, day camp, or community youth outreach setting is preferred.
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders.
- Familiarity with quality criteria for after school programs preferred.
- Familiarity with youth development principles and elementary aged youth preferred.
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency.
- Excellent organizational skills.
- Familiarity and experience with the Dallas's diverse populations strongly preferred.
- Strong technology capabilities in case virtual enrichment are needed.

#### **Traits and Characteristics.**

The successful candidate will be a self-starter with a great personality, passionate about serving youth in an educational setting, and the ability to mentor elementary aged students, ensuring that they have a positive and fun after school experience. Facilitators are crucial to a successful after-school program.

#### **Pay and Schedule.**

The pay for this position is \$15.69 per hour. The hours for this position will range from 13-17 hours weekly. Tentative schedule is set for Monday through Thursday from 3pm to 6pm for on- site programming.

#### **To Apply**

Please submit a resume and short letter of interest to **info@starsunitedglobaloutreach.org**. Please put "SUGO Facilitator" and your last name in the subject heading. If you are seeking to teach in a specific area, please put the area you would like to teach under our Blueprint for Success Program i.e., entrepreneurship, financial literacy, leadership development, life skills.

Example: "SUGO Youth Program Facilitator " and your last name in the subject heading.

To learn more about SUGO, please visit our website [www.starsunitedglobaloutreach.org](http://www.starsunitedglobaloutreach.org)