

Diversity Council
1130 ½ 7th St NW, Suite 204
Rochester, MN 55901

Job Title: Diversity Council Spark! Facilitator

Reports To: Diversity Council Youth Education Program Manager and Express Employment Professionals (facilitators are employees of Express Employment Professionals)

General Purpose: The Spark! Facilitator's major responsibilities are to present Diversity Council curriculum as it is written to audiences or participants that are selected and/or approved by the Diversity Council; to successfully achieve to the fullest possible extent the objectives of the workshops; to demonstrate equitable and respectful partnering with all other Diversity Facilitators, Diversity Council staff and consultants, Diversity Council Board of Director members, and Express Personnel staff; and to positively support the mission of the Diversity Council.

Essential Job Functions: (Additional duties may be assigned)

1. Attends facilitator training sessions as required by the Diversity Council
2. Completes internship consisting of observation and practice of workshops
3. Arrives one half-hour before a scheduled workshop, with materials organized and nametag on
4. Participates in planning session with co-facilitator one-half hour before first session of the day
5. Presents Diversity Council curriculum as it is written
6. Uses only the allotted time as specified in curriculum for personal introductions
7. Communicates respectfully and in a timely manner with Youth Education Program Manager, other Diversity Council staff, and Express Employment Professionals staff as needed

Competencies and Critical Skills

Diversity Knowledge and Awareness

1. Demonstrates cultural sensitivity; values human difference
2. Is open to learning about other cultures, races, ethnic groups, sexual orientations, abilities, and differences
3. Is willing to examine own biases
4. Examines and challenges traditional stereotypes and thinking patterns
5. Participates in diversity awareness training
6. Is committed to personal growth and development
7. Effectively uses gender neutral language when addressing large groups

Results Oriented

1. Is committed to the evaluation process
2. Makes a strong commitment to Diversity Council curriculum
3. Knows workshop objectives; is willing and able to support and achieve those objectives
4. Is organized and efficient, able to plan and prioritize

Communication

1. Positively supports the Diversity Council's mission, policies and procedures, including dress code and performance standards
2. Maintains a positive attitude
3. Communicates with credibility and confidence
4. Communicates clearly, concisely and respectfully; uses gender-neutral and non-biased language
5. Awareness of non-verbal communication "cues"
6. Effectively partners with others
7. Discusses sensitive issues respectfully and professionally
8. Welcomes constructive criticism and is able to utilize feedback

Facilitation

1. Is flexible in planning and scheduling
2. Is comfortable speaking and working in group settings
3. Understands age-appropriate learning techniques
4. Addresses challenges and questions respectfully and completely
5. Is able to "give up control" in a workshop setting and maintain professionalism and comfort
6. Can verbally express and demonstrate facilitation vs. presentation techniques

The Diversity Council is committed to making reasonable accommodation