



Society of

**St. Vincent de Paul**  
NORTH TEXAS

## **StudyTime Facilitator**

### **Hourly Part Time, 8-18 hours/week**

StudyTime is an after-school program for elementary school children in which volunteers (adult, college, and high-school students) mentor grade school children with homework, math, reading and writing skills and social emotional skills. StudyTime has multiple sites in North Texas. Students participating in this program are prepared for and encouraged to apply for area high performance, college preparatory high schools. Students may be eligible to apply for a scholarship to attend one of these area schools. This position ensures high quality instruction and provides a positive learning environment that allows students to develop personal, social and intellectual skills.

### **Job Summary:**

StudyTime facilitators will be employed to ensure high quality instruction, provide a respectful, positive learning environment that allows students to develop personal, social and intellectual skills. Facilitators will be professional, positive and enthusiastic. Provide classroom facilitation, tutoring and mentoring and program implementation to a specific StudyTime site. Be organized and communicative when planning and providing a dynamic and exciting program for students with the StudyTime Program Manager, StudyTime Coordinator and Lead StudyTime Facilitator. Reports to the Program Manager. Facilitators will be evaluated 2-4 times a year from an internal and external source.

- Follow procedures and AQUA Handbook at performance levels of 3 or higher
- Follow the StudyTime schedule, planned activities and lesson plans
- Welcome the students and parents daily to the program
- Regularly communicate with participating families in an a way that is comfortable and culturally sensitive to the whole family
- Regularly communicate with the StudyTime Lead Facilitator and StudyTime Coordinator and StudyTime Program Manager regarding program successes and challenges
- Assist Lead Facilitator and Coordinator in maintaining students' records, parent contact and emergency information
- Maintain attendance records and collect report cards
- Maintain logs of student's strengths and needs, relationships and behaviors to allow for accommodations met per child
- Plan and complete weekly scheduled activities
- Keep curriculum relevant to the site's interest and themes
- Follow themes to promote the students' academic, physical, social and emotional needs. Change and adjust themes accordingly
- Mentor and develop student study skills with special focus on math and reading, writing skills and social emotional skills
- Maintain classroom equipment and a clean work area at StudyTime sites
- Participate in SVdP trainings and staff meetings held outside of normal StudyTime hours
- Adheres to minimum office hours
- Other duties as assigned

### **Knowledge, Skills and Abilities:**

- Strong leadership skills
- Works well with children and volunteers
- Strong writing, analytical and problem-solving skills
- Time management and general administration skills
- Bilingual preferred; English and Spanish

**Minimum Requirements:**

- CPR and First Aid Certification
- Bachelor's Degree in Education or related field, or equivalent experience
- Experience working with children ages 5 to 18
- Experience managing adults and volunteers
- Experience working with parents on student performance
- Complete annual Safe Environment training and pass a Criminal Background Check
- Computer skills, including MS Office (Word, Excel, PowerPoint, Teams) Email, Social Media (Twitter, Instagram, Facebook), Virtual platforms (Zoom) and other PC based tools and programs