



LifeSkills™ Training Presenter Job Description

Purpose: This Specialist position is responsible for creating a safe, positive space within school classrooms for middle and senior high school students. This individual will be facilitating the LifeSkills™ Training (LST) program. Classes are conducted during most Health classes in Bartholomew Consolidated School Corporation (BCSC).

Responsible To: Boys and Girls Club Teen Program Director

Payment Rate: \$15+ / hour (based on experience)

Hours: 15 - 30 hours per week; Part-time nonexempt; During School Time

Qualifications: Communication Skills: Ability to speak relative to a teenagers' development level and to speak calmly and relationally with children ages 13-18, as well as teachers and school administration.

Education and Experience: Some education or experience/training in a related field with youth; must pass a criminal background check. CPR/First Aid/Universal precautions certified. Must have or be willing to obtain.

Technical Skills: The ability to plan and facilitate LST lessons with a classroom of teenagers between the ages of 13-18.

Essential Duties:

1. Create and maintain a positive learning environment, encouraging the inclusion of all students.
2. Maintain LST lessons and attendance, demographics, pre/post tests, and other related paperwork.
3. Deliver LST program as trained.
4. Manage classroom behaviors and distractions.
5. Maintain safety and accountability in classrooms.

Competencies:

Attendance/Punctuality: Demonstrates reliability by regularly arriving to work on time and by taking breaks in expected time frames. Reliable transportation.

Customer Service: Strives to maintain positive internal and external customer service relationships; Represents FFY professionally.

Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle, or position; Exhibits objectivity and openness to others views.

Initiative: Prioritizes and plans assigned lessons; Uses time efficiently; Asks for and offers help when needed; Informs supervisor of problems or concerns.

Organizational Support /Ethics: Demonstrates support for Foundation for Youth's Mission and Vision; Follows Boy's and Girl's Club policies and procedures; Follows BCSC Facility policies and procedures, including dress code.

Safety and Security: Demonstrates support for Foundation for Youth's safety manual procedures; Uses equipment and materials properly.

Teamwork: Demonstrates team behavior and willingness to promote a team-oriented environment; Exhibits cooperative attitude while working on all job tasks and willingly assists others; Performs other duties as assigned.

Send Resume and References to: bgc@foundationforyouth.com.