



Job Description

FATHERHOOD CLASS FACILITATOR/COACH

Job Locations US | Milwaukee, WI

Position Type Part-Time by Freelance Contract

Compensation \$20-\$25 per hour 4-20 Hours per week

Position is 'as needed' and will begin February 2022

Our Company

Overview

Our movement serves families primarily through creating spaces of learning, support and growth for fathers. As our organization capacity increases, Fathers Making Progress has made the commitment to bring in the best team of competent, capable, dynamic and empathetic individuals to fuel this charge.

The Facilitator/Coach is responsible for delivering high-quality Fatherhood classes and one on one coaching that improves the trajectory of program participants (Primarily younger Fathers that are between 18-27). The effectiveness of the interventions will be measured by class participation/completion, achievement/progress of set goals during coaching sessions readiness and pre and post reported outcomes around fatherhood and co-parenting of the individuals we serve.

This position will work with fathers from Metcalfe Park at COA, Washington Park at the Urban Ecology Center and later at the King Center at the George Sanders Fathers Family Resource Center.

Responsibilities

1. Co-Facilitate in-person and virtual fatherhood classes and other program-related workshops for participants.
2. Participate in on site/off-site program trainings as needed.
3. Assist with managing workshop sign-up and sign-in process.
4. Assist with tracking workshop attendance
5. Supervise participants served at all times on premises, including during breaks.
6. Assists individuals with development and action steps of individualized success plans.
7. Complete Intake Analysis and Progress notes for all individuals fathers assigned.
8. Maintains accurate and current records and programmatic documentation.
9. Maintains positive public relations, and encourage community integration.
10. Submits any required documentation on time.
11. Attend and participate in in-service training, staff meetings and other activities to facilitate professional development.
12. Uses crisis intervention techniques in emergency situations when people served are in danger of injuring themselves or others.



13. Take necessary action in emergency situations in accordance with agency/partner agency policies and procedures, and to accurately report these to the proper personnel.
14. Assumes other duties, responsibilities and projects as needed.
15. Assist with program related activities outside of the classroom.
16. Follows instructions and abides by Agency policies and procedures.
17. Operate as a positive role model for participants served and Agency staff.
18. Coordinate workshops with program and community partners as needed
19. Recommend workshop content, including improvements
20. Participate in workshop content development as needed

Qualifications

- * FMP program graduate preferred. (FMP facilitators are all required to have observed a a round of classes before giving instruction, FMP grads will have already done so.)
- * Ability/openness to learn new techniques and carry out programming the FMP way.
- * Bachelor's degree in human services, social services, education or related field preferred **but not a requirement.**
- * Demonstrated ability to train and instruct in a group setting
- * Must have experience using videoconferencing systems (i.e. Webex, Zoom, etc.)
- * Strong computer skills.
- * Strong verbal communication and customer service skills.

We are closely monitoring the status of COVID-19 as we build a return-to-work place plan that ensures a safe return to our offices for our employees. Note that this job is not a remote position and will be expected to work onsite, as well as, possible travel between our other locations. A clean driving record is required.

Position reports to:

- *Program Director

Position supervises:

- * None

If interested send your resume to:

**Fathersmakingprogress@gmail.com with the subject
FATHERHOOD CLASS FACILITATOR/COACH**