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# Example of Facilitator Job Description

Our company is growing rapidly and is looking for a facilitator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for facilitator

* Assist in the development of professional development for afterschool facilitators and mentors
* Assist in training the afterschool facilitators and mentors
* Review lesson plans with facilitators and provide feedback
* Encourage and monitor coordination and communication between the afterschool facilitators and mentors
* Assist afterschool facilitators in planning and facilitating student-driven projects
* Assist afterschool facilitators in the planning of student presentations for STEM Showcases
* Work with afterschool facilitators to engage parents in the afterschool program
* Assist in the timely inventorying, requesting, and delivering of supplies
* Attend and support STEM Showcases (held twice/year/community)
* Contribute information for inclusion in the Out of School Time (OST) status report

## Qualifications for facilitator

* Knowledge of material attributes and properties is essential
* Three (3) to Five (5) years cardiac and / or cardiovascular clinical experience
* Must be able to function under deadlines and maintain flexibility to meet diverse work load
* TOP SECRET/ Sensitive Compartmented Information (SCI) Clearance with Single Scope Background Investigation (SSBI)
* Frequently lifts, carries or otherwise moves and positions audio-visual equipment weighing up to 40 lbs
* Frequently bends, kneels and crouches during audio-visual equipment troubleshooting, maintenance, assembly/disassembly, installation/de-installation, and sustainment