

**Crittenton Services of Greater Washington (Crittenton)
SNEAKERS Program Facilitator**

Primary Duties and Responsibilities

Reports to Director of Programs

Program Delivery [75%]

- Manage day to day operations of Crittenton programs as assigned
- Maintain program calendar for assigned programs
- Implement use of Crittenton curricula and procedures in assigned programs
- Represent Crittenton within assigned schools; maintaining relationships with school nurses, counselors, and other school support staff
- Provide referral services to program participants as needed
- Incorporate use of guest speakers in assigned programs as needed
- Coordinate out of school activities for participants in assigned programs
- Serve as organizations' representative at collaborative and community meetings as needed

Documentation and Reporting [15%]

- Ensure program participants complete pretests and posttests
- Maintain weekly attendance and implementation reports
- Compile program data for reports and ongoing monitoring as directed
- Submit program expenditures in a timely manner
- Maintain and ensure all program related documentation is up to date, and that program leader reports are submitted on time

Recruitment and Retention [5%]

- Responsible for securing annual service agreements for assigned groups
- Host orientation sessions at assigned program sites
- Develop program schedule for each of the assigned sites
- Maintain communication with parents, schools, and program participants

Other [5%]

- Other duties as assigned.

Qualifications:

- Bachelors degree (Masters preferred) in Social Work, Education, Counseling, Public Health, or related human services field
- Minimum 3 years direct service experience working with teen women in at risk environments in counseling, education, or other relevant group settings
- Experience with program management and implementation
- Excellent written and oral communication skills
- Knowledge of youth development and asset based approaches to working with youth
- Knowledge of sexual health, pregnancy prevention, HIV/STI prevention, violence prevention
- Excellent written and oral communication skills
- Reliable personal transportation required
- Commitment to Crittenton organizational values related to cultural competence and responsiveness for program delivery, community relations and staff development
- Position salary is based upon experience and qualifications.

- Performance evaluation will be based on the essential functions detailed in the position description.
- Crittenton's hours of operation are from 9am to 5pm M-F. Your hours may vary based on responsibilities. Your position is exempt from the Fair Labor Standards Act, meaning that you may have to work more than 40 hours per week to complete your work. Every effort will be made to keep your work within 40 hours.

Organization Summary

Founded in 1887, for over 125 years Crittenton Services of Greater Washington has been serving girls and women in the greater Washington area. From 1887 through the 1970s, the Florence Crittenton Home of Washington, DC provided residential, health, employment, and educational services to women during unplanned pregnancies, with the mission of keeping mothers and children together and educating young women in work and life skills.

By the 1970s, Crittenton shifted its focus from caring for single mothers to preventing teen pregnancy. In 1983, we closed our residential facility and began delivering school-based programs using a "whole girl" approach that is now known as positive youth development.

For over 30 years, our school-based positive youth development programs have empowered teen girls to overcome obstacles, make positive choices, and achieve their goals. Our SNEAKERS program helps teen girls in the 8th through 12th grade navigate the challenges and choices of high school. Our PEARLS program gives pregnant and parenting teen the support, knowledge, and skills to thrive as individuals and as parents. Our 4Cing the Future program motivates and prepares 8th grade girls to become the first in their families to attend college. The results are life changing: the girls in our programs are staying in school, avoiding pregnancy, graduating from high school, and going on to college and careers.

Application Information

Crittenton is an Equal Opportunity Employer. We provide a competitive salary and excellent benefits. To apply, please send resume, cover letter, and writing sample to nsanders@crittentonservices.org by **Wednesday, November 25, 2015**. **No phone calls, please.**

Revised 07/2015