



## Role Description: Member Development Facilitator

**Supervisor:** Department Manager, Workforce and Economic Development Services

**Program:** BEAR Job Simulation Program

**Full Time Equivalent:** 1.0 FTE

### Overview:

The Mission of the Urban League of Greater Madison (ULGM) is to improve the social and economic conditions of African Americans, other people of color, and the economically disadvantaged in our community. To fulfill this mission we employ a strategy of economic development through human development programming.

ULGM's BEAR Job Simulation Program develops its Members by re-enforcing life's basics, enhancing career, technology and job-specific talents, partnering with Members in achieving employment, and supporting the Members in retaining that employment. Member development is measured by their demonstration of essential behaviors and their progress through a series of commitments leading from training to life stability.

The Program's Member Development Facilitator functions as a trainer to the Program's Members and a curriculum development and human development and training technique specialist to the Program's staff. In these capacities, the Member Development Facilitator will utilize the Program's systems to do the following: maintain extensive records of the services received and the progress made by the Members, deliver training to Members through developed curricula, and create curricula to develop skills and behaviors in Members. In addition, the Member Development Facilitator is charged with coordinating efforts with other program staff, participating fully in program staff activities such as in-service learning sessions and meetings, and engaging in projects that attract new candidates and enhance the program's effectiveness.

The Member Development Facilitator for the Program's Standard Tract is expected to facilitate and coordinate the delivery of the Program's Foundations basic course. In addition, the Member Development Facilitator for this tract has responsibility for ensuring achievement of specific Member development benchmarks.

### Duties and Responsibilities:

#### **WORKSHOPS AND EVENTS ACTIVITIES (70%):**

##### Curriculum Development:

- Compose new curricula or update existing curricula at the request of the Employer Development Manager for use in advanced skill and behavior training for Members.
- Update and create other curricula as needed by team for the development of skills and behaviors in Members.

##### Foundations Basics Course and Other Course Coordination and Facilitation:

- Facilitate the eighty hour basic course for Members in Standard program tract.
- Complete scheduled periodic updates to course curriculum.
- Deliver other courses as needed.

##### Seeker Events and External Partnerships:

- Promote the Urban League and all of its programs through various channels.
- Work with the Program's community partners to accomplish mutually beneficial goals.

#### **PROGRAM MANAGEMENT ACTIVITIES (20%):**

##### Program Staff Meetings:

- Attend, contribute to, and be prepared for all agency staff, program staff, and weekly one-on-one meetings with program manager.



Program Information Management and Reporting:

- Collect and organize data on program performance.
- Accurately complete all internal and external reports and submit to program manager.

Other:

- Supervise, train, and coach interns and volunteers associated with the program.
- Engage fully in the formal and informal staff success recognition programs.
- Participate in the program's in-service learning offerings and other professional development opportunities.
- Research funding opportunities for the Program and opportunities for Program improvement.

**MEMBER MANAGEMENT ACTIVITIES (10%):**

Member Information Management:

- Record, maintain and utilize comprehensive contact, progress and resource information on each Program Member.

Perform other responsibilities as assigned by supervisor.

**Qualifications:**

- Demonstrated aptitude at performing job duties and responsibilities.
- Bachelor's degree, or two years of related educational or other experience.
- Commitment to Urban League's mission and values, and knowledgeable about and adept at working with individuals from diverse populations.
- Obviously strong verbal and written communication skills. Particular skill in public presentation and training is sought.
- Energetic, organized, pleasant, reliable, goal-oriented executer with good decision making abilities. Able to plan work in advance and execute those plans.
- Talented at evaluating and prioritizing information.
- Able to effectively work independently and with a team in a well structured human development system.
- Proficient in the use of current Windows Operating Systems, current Microsoft Office or similar applications, and web-based job search strategies.