



75 S. Grand Ave, Suite 217, Pasadena, California 91105 • 626-564-0700 • www.toolsforpeace.org

Tools for Peace Part-Time Facilitator in Southern California

*We are seeking dedicated part-time facilitators to join our team!
(Starting at 4-6 hours per week and will grow)*

The Role of the Part-Time Facilitator

The Southern California facilitator is a part-time position and will work with youth, grades 6 to 12 during school, or after-school hours. She/he will work closely with a seasoned facilitator and classroom teacher(s) to plan, develop and implement lesson plans with small groups in a classroom setting. The part-time facilitator must have a flexible schedule and work both independently and collaboratively as needed. Initially she/he will be provided active supervision, training and support by our current facilitation staff.

Our Organization

Tools for Peace (“TFP”; www.toolsforpeace.org) based out of Pasadena, CA was founded in 2000. TFP has partnered with over 10 schools and organizations and has served over 2,000 youth ages eight to 16 with instruction and enrichment activities during school or after school in underserved and underrepresented communities located in Northern and Southern California. In addition, TFP also hosts an annual youth summer camp and ongoing professional training.

Tools for Peace teaches youth and adults practical methods for cultivating compassion, peace, and wellbeing through training in mindfulness and meditation. Our step-by-step *Stop, Breathe & Think* (“SBT”) curriculum helps students build the skills of mindfulness and compassion to support all aspects of learning and offers them tools to:

- Develop Positive Attitudes
- Resolve Conflicts
- Cope With Difficulties
- Develop Self-Motivation and Self-Confidence
- Feel Willing, Able, and Equipped to Help Others

Tools for Peace supports educators and schools in preparing students to navigate and contribute to our world in a positive way. Through a series of facilitated exercises, students develop life skills that increase their positive sense of self, connection to others, and ability to act compassionately. Incorporating *SB&T* into the classroom gives students a consistent, ongoing opportunity to effectively build these skills and become productive students.

Position Requirements

- Must be able to work remotely from home when not facilitating in schools and have a reliable Internet connection and phone access.
- Must be able to attend the Facilitator’s Training, June 22-25, 2012 & the Annual Summer Teen Camp, last week of July 29 to August 4, 2012, in the Tehachapi Mountains.

- Understand and commit to the *Stop, Breathe & Think* mission and curriculum.
- Confident, organized, punctual and professional.
- Must have a valid driver's license, car insurance and reliable mode of transportation.
- Ability to lift up to 50 lbs.
- Background check, TB test and Live Scan fingerprinting will be required at the time of hire.

Responsibilities

The part-time facilitator will be responsible for:

- Lesson planning in collaboration with a lead facilitator
- Implementing the lesson in accordance to the *Tools for Peace SB&T* workbook curriculum and instruction/facilitator manual
- Gathering needed materials for the classroom (i.e. shopping for supplies, researching current events relevant to the lesson topic)
- Set up prior to and breakdown after class
- Weekly conference call – checking in program director and facilitator team
- Filling out and submitting a weekly classroom assessment form

Qualifications

- Bachelor's Degree in liberal arts, social sciences, recreation management, or equivalent
- Teaching experience is preferred
- Ability to work both independently and with the team
- Enjoys working with kids/teenagers
- Must have a sense of humor and ability to connect with youth at their level
- Must be flexible and adaptable, able to respond to changing needs of each class, allowing students to help shape the process
- Required to read, write and speak the English language
- Secondary language such as Spanish or Chinese is a plus, but not mandatory

Compensation: \$10 to \$15 per hour. To apply: Send your resume and cover letter to the above email address or to jobs@toolsforpeace.org. Please do not call for follow up. Only qualified candidates will be contacted.