



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 8, during school or after-school hours. She/he will work closely with a seasoned facilitator and Program Director of the partner school to plan, develop and implement lesson plans, group projects and field trips in a classroom and gym/field setting. The part-time facilitator must have a flexible schedule and work both independently and collaboratively as needed. Initially she/he will be an assistant teacher, with active supervision, training and support by our current facilitation staff.

Our Organization

Tools for Peace inspires people of all ages to develop kindness and compassion in everyday life. Founded in 2000, Tools for Peace (TFP) is a 501(c)(3) organization dedicated to strengthening and supporting emotional and social intelligence as well as academic and professional success. TFP has partnered with over 20 organizations, universities, and schools.

We accomplish our mission by:

- Providing a friendly and accessible curriculum (in-person and online) for those looking for practical methods to cultivate compassion and live more inspired, connected lives;
- Promoting positive and concrete skill development for young people through our Stop, Breathe & Think (SB&T) in-school programs and mobile app;
- Facilitating retreats for youth and adults to teach practices of mindfulness and the capacities that support social and emotional intelligence as well as academic and professional success.

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, with the option to attend the Annual Summer Teen Camp, August 2 - 8, 2015, in the Tehachapi Mountains.

- Understand and support 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 with program manager and facilitation team
- Filling out and submitting a weekly classroom assessment form

Qualifications

- Bachelor's Degree in liberal arts, social sciences, recreation management, or equivalent
- Must have personal mindfulness practice
- 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 fluently
- Secondary language such as Spanish or Chinese is a plus, but not mandatory

Compensation: \$15 to \$20 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.