

Stonewall Alliance Center **Group Facilitator Position Application**

Overview of Group Facilitator Position:

Thank you for your interest in being a group facilitator with Stonewall Alliance Center (the “Center”).

Being a group facilitator is an important, rewarding experience. It is incredibly fulfilling to help individuals develop community and to work through the questions and issues they are experiencing. Being a group facilitator is also a significant responsibility, however, requiring professionalism, discretion, diplomacy, and confidentiality. Indeed, the individuals in each group are real people with real concerns. In some instances, group meetings are the first place individuals reach out for community and support. Accordingly, group facilitators must be able to provide a safe space for their members, successfully lead and control group discussions, and ensure that confidentiality is preserved.

The Center understands the importance of the group facilitator position. For this reason, The Center strives to select and appoint group facilitators who are the best fit for each group. The Center also provides training and support for each group facilitator to ensure that each group is a safe place for our community and so that both the groups’ and the group facilitators’ needs are being met. Please be assured, if you are selected to act as a group facilitator, you will have a support system in place to assist you through any issues you encounter as a group facilitator.

Essential Duties and Expectations for Group Facilitator Position:

A brief description of the Center’s expectations for the group facilitator position is provided below. Applicants are strongly encouraged to review this description prior to applying for any group facilitator position. Please note that group facilitator positions are unpaid positions.

- **Create weekly meeting plans** for group.
- **Create a mission statement** for the group.
 - o This should be a collaborative effort with all members of the group and should define what the group is and what the goals of the group are.
- **Set goals for the future.**
 - o Is there anything in particular the group wants to accomplish?
 - o This may include programming, event planning, social events, etc.
- **Participate** in the following:
 - o Attend Stonewall facilitator trainings and retreat;
 - o Attend monthly meetings with appointed Board Member; and
 - o Attend Quarterly Facilitator Meetings.
- **Maintain communication with the Center’s staff and Board of Directors.** This includes the following:

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- Communicate to PEI Program Coordinator if you can not attend your group meeting and need a substitute facilitator forty-eight (48) hours prior to meeting;
 - Communicate all group changes (time, locations, etc.) and cancelations to PEI Program Coordinator one (1) week in advance;
 - Submit all outreach and press materials to PEI Program Coordinator for approval by the Center's Board of Directors;
 - Submit all proposed changes to group structure to PEI Program Coordinator for approval by the Center's Board of Directors via prepare written proposal and a live presentation, if necessary; and
 - These may be presented at the Quarterly Facilitator Meetings, but anything needing immediate assistance can be submitted at anytime to the PEI Program Coordinator.
 - Conduct monthly evaluations of the group. This report should be submitted to the PEI Program Coordinator by the end of each month as well as conveyed to your appointed Board Member.
- **Follow office protocol**
- Many groups are held outside of the Center's business hours. If this is the case, you are responsible for following the Center's closing procedures.
- **Professionalism and Confidentiality**
- As a facilitator you are a representative of the Center. It is expected that you act in a respectful, a professional manner, and that you exercise discretion and confidentiality with the members of your group.

Application Process:

Those interested should fill out and submit the attached application and to the Center for review. Please feel free to handwrite your answers on the attached application or to provide a printed copy on your own paper. Please also feel free to provide a copy of your resume, though this is not required. Applicants should also include with their application paperwork a signed copy of Stonewall Alliance Center - Declaration on Mission and Policy Statements, which may be found on the Available Positions page of the Center's website, located at <http://www.stonewallchico.org/about/employment>

The deadline for applications is _____, 20__ at 5:00 PM.

Applications will be reviewed by the Center's Board of Directors, as well as relevant group leaders and facilitators. Select applicants will be contacted for interviews. If you have any questions regarding your application or the application process generally, please contact the Center at info@stonewallchico.org.

Thank you again for your interest in being a group facilitator. We look forward to receiving your application.

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1. Name:

2. Personal/Educational Background:

3. Why do You Want to be a Facilitator?

4. What You Will Bring to the Group Facilitator Position and Applicable Group?

5. How Long are You Able to Commit to being a Group Facilitator?