



Give Respect-Get Respect

Facilitator Job Description

Program Description:

The *Give Respect–Get Respect (GRGR) Youth Program*, sponsored by Edward Jones, is a yearlong anti-bias program to be administered during the 2012 – 2013 school year. The program connects middle and high school students, their teachers/advisors, and Edward Jones associates in an effort to raise awareness around diversity issues and encourage respect and acceptance among peers/co-workers.

The program gives students, teachers, and Edward Jones associates tools to become leaders within their schools or workplaces, identify and feel comfortable speaking about different diversity issues, and help break down the walls that separate people from each other. Two Edward Jones associates work with 2 students from each school in a mentoring capacity in an effort to create a link between school and the workplace.

General Statement of Duties:

GRGR facilitators are responsible for supporting the dialogue and discussion components of the program in small break-out sessions. Each break-out room will have 2 co-facilitators and groups of between 20 and 30 students, teachers and Edward Jones associates. The Diversity Awareness Partnership will provide all facilitators with the program curriculum during orientation.

Experience/Qualifications:

- 1-2 years of facilitation and/or diversity experience
- Demonstrated mediation and facilitation skills
- Direct service experience working with youth and adults
- Demonstrated ability to successfully work in an environment with economic, racial, ethnic and gender diversity
- Ability to collaborate and adapt with a co-facilitator
- Ability to meet a flexible schedule and travel to Edward Jones South Campus and one fieldtrip site (5 sessions per year)
- Enthusiastic, positive sense of humor and can do attitude

- Reliable, self-motivated, organized and timely

Major Duties:

- Serving as a neutral party, facilitate all five dialogue sessions per series (one per month for five months: September, October, November, January, February) between St. Louis youth, teachers and Edward Jones associates in an organized, professional manner using The Diversity Awareness Partnership curriculum.
- Work collaboratively with co-facilitator and Diversity Awareness Partnership staff to plan and lead a thoughtful and energetic dialogue.
- Complete all necessary preparation and communication (in-person, on the phone, or via email as needed) before, during and after the series with Diversity Awareness Partnership staff, co-facilitator, and community partners.
- Lead/ Encourage participants in developing a community action plan to be implemented after the completion of the dialogue series.
- Complete a facilitator training with the Diversity Awareness Partnership and periodic facilitation evaluations.
- Provide feedback on dialogue and communicate all questions and concerns to Diversity Awareness Partnership staff.
- Positively represent Diversity Awareness Partnership in all interactions with the public.
- Compliance with Diversity Awareness Partnership standards and values of eliminating bias.
- Support of Diversity Awareness Partnership's mission.