



Professional Development Facilitator

Action for Children (AFC), Central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Child Care and Education Initiatives team as the Professional Development Facilitator. This individual is responsible for greeting Action for Children guests who visit us for training, and monitoring and recording attendance and participation. Trainings are both in-person and virtual. The facilitator must project kindness, confidence, and have excellent interpersonal skills. Some travel within Central Ohio is required, with advance notice. This position requires evening and weekend hours to align with our training schedule.

JOB RESPONSIBILITIES:

- Facilitate in-person training sessions, evenings and/or weekends
 - Greet attendees; direct to correct room
 - Support instructor needs (e.g. technology support, making additional copies)
 - Manage late arrivals
 - Ensure the building is secure at the end of the session
- Facilitate virtual training sessions, evenings and/or weekends
 - Greet attendees; provide basic tech support (e.g., how to mute)
 - Support instructor needs (e.g., sharing videos, advancing slides)
 - Manage late arrivals
- Copy and prepare materials for training sessions, as needed
- Monitor attendance and participation
- Communicate regularly with PD Coordinator and other AFC staff
- Other duties as assigned to support the Action for Children mission
- Opportunities to expand work responsibilities based on employee motivation and skill, and AFC need

REQUIREMENTS:

- Positive and professional written and spoken communication
- Comfort with greeting clients and representing Action for Children
- Demonstrated proficiency with technology including MS Office, PowerPoint, copiers, etc.; familiarity with data management software a plus
- Respect and care for people of all cultural, racial, gender, religious, linguistic, and socio-economic backgrounds
- Respect and care for early childhood educators, child care programs, and the children and families they serve
- Must be reliable
- Must be 18 years or older

COMPENSATION

\$15/hour

Signing bonus available for fluent speakers of Spanish, Somali, Arabic, Nepali, or other language in addition to English

HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to jobs@actionforchildren.org or apply online at:

[LINK]

No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

****Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. ****



Visit www.actionforchildren.org to learn more.