

CTGA Getting Ahead Workshop Co-Facilitator Role Description

Role Title: Getting Ahead Workshop Co- Facilitator

Responsible to: Workshop Facilitators

Program Information

Coming Together to Get Ahead is a Society of St. Vincent de Paul mentoring program. A key element of *Coming Together to Get Ahead* is the 19 week *Getting Ahead in a Just Gettin' - By World* workshop. The Getting Ahead workshop is for individuals who are living unstable lives and are ready to make a change. The outcome for all participants is to live a more self-directed and financially self-sustaining life.

Key Aspects of this Role:

- Ensuring that workshop participants have relevant course materials and information
- Supporting CTGA facilitators and volunteers with the set up and clean up required for the course.
- Be a role model for program philosophy and policies
- Assisting the other co-facilitators of the workshop
- Assisting with workshop evaluation

Skills, experience and qualities needed:

- Prior completion of the Getting Ahead Workshop and a Getting Ahead Facilitator training webinar
- A non-judgmental attitude and an ability to respect each person's right to choose how they live
- Understanding the importance of boundaries when working with vulnerable people
- Patience
- Ability to create a rapport, and build trusting relationships with the Getting Ahead participants and your co-facilitators
- Believe in your potential and be passionate about supporting others as they work towards their own potential
- Ability to manage own time and be punctual and reliable

What we ask from you:

- Commitment to consistent participation in the 18 weeks of co-facilitating, 3 ½ hours per session (including meal before each class)
- Adherence to the Getting Ahead established policies and procedures
- Attendance at CTGA Facilitator planning meetings

Our commitment to you:

- Preparation with other facilitators, including copy of a Facilitator Notes manual
- On the job learning
- A \$50 payment as independent contractor for each session you attend as a co-facilitator

What you could get out of volunteering:

- New opportunities and experiences
- Develop new skills
- Chance to meet new people and work alongside staff and other volunteers
- A chance to build your resume
- A chance to be involved in training and group work
- Opportunities for personal development and progression