



**Job Description: Programs Facilitator**

**Reports to:** Lead Creative Instructor

**Position Summary:** This position will assist the programming team in facilitating group visits throughout the year. Our Programs Facilitator works closely with the Programming department to ensure we deliver quality creative activities to our group visits.

**Responsibilities:**

- Deliver creative programming to group field trips
- Support chaperones with safety of field trip attendees
- Support Creative Manager with program and event preparation and execution
- Support programming department as needed
- Greet walk-in visitors as needed
- Answer phones as needed

**Required Skills:**

- 2+ years previous experience instructing children in both large and small groups
- Strong verbal skills
- Quick learner
- Well organized
- Excellent time management skills
- Able to work in a fast-paced environment
- Unquestionable integrity
- Self-starter, self-managing
- Passion for creativity
- Personable
- Non-profit experience, a plus

**Hours:** This part-time position will have a rotating schedule throughout the week. There will be some seasonal variations, along with periodic evening or weekend events.

*This job description is not all-inclusive and subject to change without prior written and verbal notification.*

Please send cover letter & resume to: [careers@sparkdallas.org](mailto:careers@sparkdallas.org)