



Job Description: Programs Facilitator

Reports to: Executive Director

Position Summary: This part-time position will assist the team in facilitating group visits throughout the year. Our Programs Facilitator works closely with the staff to ensure we deliver quality creative activities to our group visits and birthday parties. This role will also assist with supervision of special events.

Responsibilities:

- Lead and guide participants in activities during group field trips, birthday parties, and special events.
- Develop creative programs for groups, birthday parties and special events.
- Set-up, instruct and clean-up for programming activities
- Support chaperones with safety of field trip attendees
- Assist the staff in preparing and executing programs and events.
- Maintain a safe and clean environment for SPARK! guests and volunteers
- Greet walk-in visitors as needed
- Answer phones as needed
- Other duties as assigned to support the SPARK! team.

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
- Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is frequently required to stand, walk, stoop, kneel, crouch or crawl and occasionally required to sit and climb or balance. Must be able to capably lift 25 pounds, bend comfortably at the knees and waist, and twist.
- Must possess a valid driver's license.
- Must be eligible to work in the U.S.

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.

Please send cover letter & resume to: careers@sparkdallas.org