



We're Hiring!

Position Available: HandsOn Tomorrow™ Youth Program Facilitator

Position Type: Seasonal

Position Purpose: [HandsOn Tomorrow](#)™ is HandsOn Bay Area's premier service-learning summer program for high school-aged youth taking place in July & August 2019. Under the Director of Community Relations, Program Facilitators will work with a team of two highly-skilled Event Specialists to create a fun and rewarding experience for our youth leaders. During the two-week program, the team will visit five deserving nonprofits with a diverse set of mission statements to execute high-impact volunteer projects. Between projects, Youth Program Facilitators will lead reflection on the social issues each nonprofit is dedicated to combatting, and explore new and creative approaches to inspiring volunteerism and improving our community!

Position Responsibilities:

We are seeking an *energetic & enthusiastic* individuals to lead, support, and empower our teens to enhance their skills through volunteer service and project leadership in San Francisco. Official dates and times included at www.handsonbayarea.org/tomorrow.

Program Facilitators will:

- Guide a group of 15-20 teens (aged 13-17 years old) through this two-week program and get them excited about service and volunteer leadership
- Develop and implement the HandsOn Tomorrow curriculum, which details creative and interactive leadership development activities, as well as thought-provoking, issue-based education related to the missions of our nonprofit partners
- Provide caring and responsible facilitation for all registered youth, as well as excellent customer service for parents/guardians by answering questions and appropriately responding to concerns
- Support Event Specialists with setting up and leading volunteer projects
- Report all feedback to Director of Community Relations, and work with staff to achieve highest possible satisfaction from our volunteers and their parents/guardians

Time Commitment: 3.5 - 6 weeks

- 1.5 weeks of orientation and lesson planning prep, June 24 - July 3
- 2 weeks, M-F, weeks of 7.22 and 7/29 8am-4pm to lead cohort + attendance to Friends & Family Project on Saturday, August 3
 - Program Facilitators could potentially lead two consecutive cohorts, for 4 weeks total.
 - Schedules and locations listed [here](#)
- 1-2 days to close out session, send thank-yous, and collect & report feedback to Director of Community Relations

Requirements:

- 21 years of age or older
- Experience working with youth
- Exceptional oral and written communication skills with very strong customer service skills

- Valid California driver's license for travel throughout the Bay Area
- Experience in providing positive supervision/mentoring for volunteers at project sites a plus
- Ability to lift up to 30 pounds

Traits

- Fun and energetic demeanor in person and professional phone and email demeanor
- Ability to connect with teens to motivate them to get excited and motivated
- Ability and flexibility to work in a fast-paced, team-driven environment
- Interest in nonprofit work and belief in the value of community service
- Excellent time-management skills
- Highly organized with great attention to detail
- Self-starter. Able to work both independently and as part of a team
- Experience with gardening, painting, or construction a plus, but not necessary

Responsibilities of all HandsOn Bay Area Staff: (Required for all positions)

- Embrace HandsOn Bay Area's mission and core values
- Be ambassadors for HandsOn Bay Area in the community

Important Dates & Information

- Applicant deadline and interviews - Accepted on a rolling basis until spots are filled
- Start date - Monday, June 24, 2019
- HandsOn is contractually obligated to run background checks on our employees, and we strongly believe in protecting the vulnerable populations with which we work. Don't automatically exclude yourself from applying. We take a whole view of a person's past into consideration, because we know that you are a lot more than your permanent record.

Compensation:

- \$25/hour

How to Apply:

Email a cover letter and resume to jobs@hoba.org. We will accept applications and conduct interviews on a rolling basis. Application cut off date: April 30, 2019

1. Include the following email subject line: *HandsOn Tomorrow Program Facilitator - [insert your last name here]*.
2. In your email, please indicate to which dates and cohorts you are available. [Dates listed here](#).
3. Address the following in your cover letter: What makes a high-quality volunteer experience?

HandsOn Bay Area is an Equal Opportunity Employer that values diversity. We are committed to providing employees with a work environment free of discrimination and harassment of any kind. All employment decisions at HandsOn are based on business needs, job requirements and individual qualifications without regard to race, color, religion, creed, sex, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation, gender identity, family or parental status, or any other consideration protected by federal, state or local laws.

About HandsOn Bay Area:

HandsOn Bay Area creates awesome volunteer projects to connect companies and people like you to schools, parks and nonprofits that need your help.

HandsOn Bay Area volunteering projects address critical community issues such as hunger and homelessness, the environment, youth development and more. Each year, we mobilize over 22,000 volunteers to help 270+ local schools, parks and nonprofits with over 69,000 hours of volunteer support.

HandsOn Bay Area creates custom employee volunteering events and programs for over 50 innovative companies each year. We coordinate everything - planning, supplies, logistics and leadership - so that volunteers can show up and make a difference! Current clients include Google, Twitter, Gap, Kaiser Permanente, and Levi's. [Check out one of our videos for an example of our work.](#)