



## Job Description

**Date:** January 2023

**Position:** EWYL Program Facilitator

**Reports To:** Executive Director

**Category:** Stipend paid per course section

### About Carolyn's Place, Inc.

Founded in 1992, Carolyn's Place serves as the life-affirming pregnancy care center of the Greater Waterbury Area. The organization serves clients through free testing, options counseling, pregnancy mentoring, parenting & childbirth classes, and personal needs support. Additionally, Carolyn's Place offers community education resources. The works of Carolyn's Place support Catholic teaching while serving individuals of all faith backgrounds. Support of this ministry is provided through a network of private support channels.

**Description:** The Earn While You Learn Program Facilitator is responsible for executing a six-class preparation program for expecting first time mothers. Following the scope and sequence for the program, the facilitator presents the material through in-person demonstrations, short videos, and dialogue-based direct instruction. The facilitator welcomes individuals of any faith background but maintains the ministry's Catholic Traditions.

**Qualifications:** The ideal candidate will have strong interpersonal skills, ability to lead small groups, and display empathy to the clients. Experience in caring for newborn / infants is preferred. Candidates must have a strong background in infant care including knowledge of breastfeeding, formula feeding, hygiene, health, and safety. Preferred candidates will have credentials in a medically related field, including understanding of gestation and delivery.

## Responsibilities

- Prepare the program space, presentation equipment and instructional materials.
- Greet and situate clients upon arrival, facilitate healthy conversation before, during, and after the program. Maintain attendance records.
- Present the outlined material in an understandable fashion, using video presentations minimally.
- Provide hands-on demonstrations as outlined in the curriculum.
- Assess client retention of material through questions, observations, and quizzes.
- Distribute related personal needs items as related to curriculum, assuring proper explanation on use.
- Answer or obtain answers for questions.
- Return materials & equipment following the program.
- Follow up on any client concerns with the Client Consultant.
- Provide an asynchronous substitute for students that are absent.

## Commitment & Hours

- EWYL Program Facilitator will agree to present the six-session program.
- Additional time may be needed to prepare prior to the program.
- Arrive prior to the start of the session to assure materials and clients are situated before the program.
- Classes are designed to be 90-120 minutes.
- Classes are only held in-person, there are no virtual options for clients or staff.