

# Position Description Workshop Facilitator



**Classification:** Volunteer

**Reports To:** Quest Academy Program Manager or Employment Services Manager

**Supervises:** This position has no direct supervisory responsibilities

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## Organization

Goodwill of Western Missouri & Eastern Kansas has a rich, 120 year+ history. Everyone knows Goodwill for our thrift stores, but few know what Goodwill is really all about. The sale of donated items provides funds that stays local, supporting thousands of job-seekers with barriers to employment. We believe in the Power of Work and are committed to helping people earn and keep jobs in this community. That's why 90¢ of every dollar Goodwill spends goes directly into our mission, not into shareholders' pockets.

## Impact

Goodwill serves individuals seeking employment and those looking to advance within their careers. This includes individuals in the community, as well as our own employees. Using personal experience and expertise, the Workshop Facilitator will support individuals in developing critical skills, such as digital literacy, financial literacy, and job search – skills that will apply to any future job opportunity.

## Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Collaborate with Goodwill staff to create presentations that communicate key points on the topic at hand
- Utilize previous experience and knowledge of community resources to ensure the designated topic is covered thoroughly
- Assist in creating any necessary handouts and/or activities that go along with the presentation materials
- Present the workshop at Goodwill locations, or at locations of Goodwill partners
- While presenting, communicate clearly and answer all questions and concerns
- Continuously relay participant feedback to Goodwill trainers, and take the lead on presentation updates
- Keep any and all participant or employee information confidential

## Work Environment

This position operates in a professional office environment and in retail environments. Casual attire is accepted.

## Time and Location

The planning stage of this role is as-needed. This volunteer will collaborate with Goodwill staff in person and/or over email/phone periodically until the workshop materials and content are finalized. Between communicating with Goodwill and producing material, expect 1-3 hours a week.

The presentation stage of this role requires 1.5 hours per presentation. Presentation days and times are to be determined, and will take the volunteer's schedule into account.

We ask the volunteer commit to this role for a minimum of 3 months.

## Screening

An interview and background check are required.

## Training and Orientation

Orientation and training will be provided at the Mission Support Center.

## Qualifications

- Excellent verbal and nonverbal communication skills
- Excellent instruction skills

- Knowledge of life skills, such as creating a budget, communicating professionally, and appropriate workplace behaviors
- Patience and ability to adapt during the presentation, as the audience will have various needs and abilities
- Professionalism
- Experience in teaching or training, preferred
- Enthusiasm for Goodwill mission and activities

## **Values and Competencies**

- We allow our values to guide our actions:
  - Lead: Everyone has value - help them find it and celebrate it
  - Grow: Learn constantly and strive continually to better ourselves
  - Partner: Be good citizens, maximize the value of donations, and support sustainability
  - Innovate: Always seek new and better ways to accomplish our mission
  - One Agency: Work collaboratively to build a legacy from which future generations will benefit
- Every leader must demonstrate these competencies:
  - Has a focus on our mission
  - Does the right thing, acting with honor and integrity
  - Develops self and others
  - Owns results