

<b>Job Title</b>	Facilitator
<b>PVN ID</b>	LA-2503-006757
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Hourly Rate</b>	\$27.00-\$27.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 30, 2025 (Or Until Filled)

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## General Description

The Workforce Education Center is an arm of the Division of Adult & Continuing Education at LaGuardia Community College that works with youth ages 14-24 who need improvement of academic skills, an internship, a high school equivalency diploma, community service experience, entry into the job market or interested in entering college. The Facilitators for Project-Based learning activities will work with 14- & 15-year-old young adults in a hybrid classroom setting providing teaching and learning in which students use academic knowledge and skills to address genuine community needs.

### Responsibilities:

- Oversee the Project-Based Learning instructional activities (hybrid) on-line and/or in-person classroom program to which they are assigned
- Oversee the collection of participants' project-based learning data
- Plan and implement project-based learning/youth development curriculum
- Maintain files and necessary documentation of student project-based learning experiences
- Plan and execute virtual and in-person trips related to the project-based learning curriculum
- Comply with all requirements of the SYEP project-based learning program at LaGuardia Community College
- Conduct regular evaluation and assessment of project-based learning activities
- Assist in the development of reflection activities for program participants
- Guide students in the promotion of social change by providing a deep understanding of how individual actions contribute to the community
- Motivate students to produce a service project that reflects their project-based learning subject area
- Compile and submit end-of-program data to Program Coordinator
- Prepare weekly reports for the Program Director
- Work with classroom assistants to ensure that participants complete their time sheets so that they can receive their stipends
- Other duties as assigned

## Other Duties

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## Qualifications

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- Associate degree required; Bachelor's degree preferred
- At least 3-4 years of supervisory experience working with youth between the ages of 14 and 24
- College Junior, Senior or Graduate with a major in Education, Human Services or Instructional Technology and/or another related field
- Passionate about project-based learning and community service and its potential to engage students in meaningful learning
- Well organized and have excellent written and oral communication skills
- Experience with databases and open to using web-based applications
- Knowledgeable about the Queens and other communities and their needs
- Must be able to demonstrate a theoretical foundation in the principles and practices of leadership
- Strong organizational skills
- Ability to manage multiple priorities
- Willingness to work and communicate effectively with diverse populations and function as a key team member.
- Ability to build rapport with youth 14-15 years of age
- Candidates with experience in teaching one or more of the following disciplines are strongly encouraged to apply: BASIC FIRST AID/CHESS/ CODING / CONTEMPORARY DANCE/DIGITAL ARTS/ ENTREPRENEURSHIP/ FILMMAKING/ GAME DESIGN/ STUDIO ARTS/ PSYCHOLOGY/ PHYSICAL EDUCATION/ RESTORATIVE JUSTICE/ STEM/STEAM
- Finger printing is required prior to or within the first 30 days of employment

### LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers seventy-two associate degree and certificate programs, more than fifty non-degree workforce training programs, and dozens of ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students (35%) were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half (54 percent) are first-generation college students.

Sixty-nine percent of LaGuardia degree students live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia degree students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent are Hispanic, well above the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia degree-seeking students receive some form of financial aid. Close to half of our degree-seeking students attend part-time (49%), usually because they need to work to support their families. Tuition and fees are \$5,271 per year for a full-time student.