



Beloved Community Intergenerational Mentoring & Literacy Program Program Facilitator Position Description

The Gaithersburg Beloved Community Initiative (GBCI) is seeking a passionate program facilitator with a love for literacy to lead our 1st & 2nd grade Intergenerational Mentoring & Literacy Program. This position is approximately 7 hours/week and focuses on fostering intergenerational relationships, literacy and social-emotional skills in young students by connecting them with older adult mentors and creating a fun, constructive environment for learning.

The program facilitator will plan and lead engaging literacy sessions, design age-appropriate intergenerational activities, and work closely with the GBCI Program Manager, mentors and students to create a nurturing, intergenerational learning environment. The content and activities for mentoring sessions need to meet GBCI's Intergenerational Mentoring and Literacy program goals and outcomes.

About the Program: The Beloved Community Intergenerational Mentoring & Literacy Program connects older adult volunteers with students to engage in activities that foster literacy and social-emotional skills. GBCI volunteers provide support and encouragement while participating in diverse activities, including reader's theatre, creative movement, artmaking, and various fun exercises.

Program Schedule and Dates:

- **Program Time:** Wednesdays 3:30 pm – 5:00 pm at South Lake Elementary School
- **Program Work Hours:** Wednesdays 3:00 pm – 6:00 pm
- **Non-program Work Hours:** (4) weekly planning hours and (1) bi-weekly mentor meeting- one hour per meeting

Fall 2024 Program Training Dates: *December: 4, 11

**Depending on the availability of the candidate. To be determined with GBCI staff.*

Spring 2025 Program Dates: January: 15, 22; February: 5, 12, 19, 26; March: 5, 12, 19, 26; April: 2, 9, 30; May: 7, 14, 21, 28

Fall 2025 and Spring 2026 are to be determined by the approved MCPS 2025-2026 School Calendar.

Position Information:

- **Position Type:** Contractor
- **Duration:** December 2024-June 2025; September 2025-June 2026
- **Compensation:** \$625 / month (approximately 7 hours per week)
- **Program Focus:** Literacy, Self-Management, Growth Mindset
- **Student Grade:** 1st & 2nd Grade students at South Lake Elementary School



Program Facilitator Responsibilities:

Session Facilitation: Lead weekly sessions, providing guidance and support to participants and mentors, demonstrating techniques, and fostering artistic expression.

Session Design and Organization: Plan engaging and innovative literacy sessions, ensuring activities are age-appropriate, intergenerational, and aligned with the program's goals. This plan will be submitted to the Program Manager the Thursday before each session.

Materials Management: Ensure that all necessary materials for each session are provided, giving participants access to a wide range of supplies and tools. Purchase requests for supplies and materials should be given to the GBCI Program Manager two weeks prior to each session. Ordering can be done on a monthly basis.

Bi-weekly Mentor Meetings: Organize and lead regular bi-weekly meetings with the mentor group to discuss session progress, gather feedback, identify areas for improvement, and brainstorm session ideas with mentors. These meetings aim to enhance program effectiveness, address any challenges, and create a space to invite mentors to lead activities if they are interested.

Parent Communication: Act as a secondary (Program Manager-first) point of contact for parents of students in the program, addressing questions in the WhatsApp group or person after school.

Program Evaluation: Administer pre, mid, and post program surveys and evaluations.

Budget Management: Work within the program supplies and materials budget of \$700.00 per semester (\$1400 for the school year). This includes session materials and food for parties.

Liaison Duties: Effectively communicate any concerns or suggestions related to the program to the GBCI Program Manager, ensuring prompt resolution of issues. They will also provide the Program Manager with brief summaries of the bi-weekly meetings with the mentor group.

QUALIFICATIONS

- Applicants must be 18 years or older.
- High school diploma or GED, bachelors, or associates degree preferred.
- Experience working in mentoring, positive youth development, or literacy programs- planning, coordinating, and directing operation of the program.
- Knowledge and understanding of literacy development, the science of reading and teaching foundational literacy skills.
- Passionate about student learning and commitment to supporting student literacy development.
- Ability to relate to and build relationships with students, older adult mentors, and parents.
- Experience working with diverse learners and people of all age groups.
- Professional writing and communication skills.



- Adept in Zoom, Google Suite or Microsoft 365 (Word/Docs, Excel/Sheets, Outlook/Gmail, Powerpoint/Slides, etc.)
- Physically able to lift 15-20 lbs.
- Bilingual English/Spanish preferred, not required.
- All candidates must complete a criminal background check and fingerprinting.

To Apply:

Please send letter of interest and resume to Rebecca Cole, GBCI Executive Director
rebecca@gaitersburgbelovedcommunity.org.

For more information or questions, please call 301-216-4090.