

# Draw Bridge

An arts program for homeless children

## **Art Facilitator Job Description**

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### **JOB SUMMARY**

The Art Facilitator is responsible for conducting weekly art groups at designated sites, supervising volunteers and teen assistants, compiling statistical, program and evaluative program information and collaborating with shelter/site staff concerning individual children. The Art Facilitator is supervised by the Program Director.

### **DUTIES AND RESPONSIBILITIES**

#### I. PROGRAM

- Plan and present art activities in a non-judgmental, non-directive and supportive manner, adapting to the individual needs of the children.
- Provide necessary art materials for groups.
- Establish clear rules and limits for the group.
- Initiate and maintain ongoing communication with appropriate shelter/site staff (i.e.: shelter director, case manager).

#### II. SUPERVISION

- Supervise volunteers and teen assistants on site and be available to provide support.
- Call the Program Director immediately if there is a problem.
- Communicate appropriate staff meeting information.

#### III. ADMINISTRATION

- Attend staff meetings and clinical in-service trainings.
- Communicate with Program Director to provide program update and assessment of staff and volunteer needs.

#### IV. ADVOCACY

- Contact Program Director and appropriate site staff.
- Pursue, as time permits, appropriate community resources for individual children with the assistance of the Program Director (i.e.: therapy, camps, after school groups and/or field trips).

### **QUALIFICATIONS**

Highly responsible, compassionate to and knowledgeable of the issues regarding homelessness and children, respectful of cultural diversity, experienced with children (preferably as a DrawBridge volunteer), able to communicate positively, able to set clear limits, multi-tasker, strong organizational skills.

### **HOURS**

We are seeking candidates for a Saturday morning art group for 2 hours weekly from 10:30 am – 12:30 pm. Group is located in West Berkeley.