

Draw Bridge

An arts program for homeless children

Art Facilitator Job Description

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 generally seeking candidates for Weekday evenings for 2 hours weekly. Groups are located throughout the Bay Area.