

## ***Volunteer Position Description***

Washington State University Skagit County Extension

### **I. Title: *Ideas for Living* Volunteer Facilitator**

### **II. Nature of Position**

The volunteer facilitator furthers WSU Extension's education program to limited income individuals in Skagit County and is responsible to the county Family & Consumer Science Extension Faculty.

Volunteers have the opportunity to receive training related to facilitation skills, working with limited income and at-risk families, and specific life skills topics. Volunteers will receive resource materials and opportunities for ongoing quarterly training.

Training in various curricula will usually be made available through the model of shadowing: a volunteer will observe a class taught by an experienced instructor, then meet with that instructor for Q&A. We find this method to be the most effective as it provides a real time training opportunity.

He/she will work closely with the Program Coordinator to implement educational programs for social service agencies and other selected organizations.

Persons with a disability requiring special accommodations while participating in this program may call WSU Skagit County Extension at (360) 428-4270, ext. 239. If accommodations are not requested in advance, we cannot guarantee the availability of accommodations on-site.

### **III. Responsibilities**

1. Facilitate and evaluate educational programs.
2. Submit record-keeping and evaluation forms in a timely manner.
3. Attend trainings as needed.
4. Follow Washington State University policies and procedures in areas such as money handling and affirmative action.

#### **IV. Qualifications**

1. Interest in working with limited-income audiences.
2. Interest in small group facilitation.
3. Ability to communicate effectively with others.
4. Ability to know her/his limitations, and to request assistance from the Family & Consumer Science Extension Faculty or Program Coordinator when necessary.
5. Commitment to attending initial training sessions and monthly meetings.
6. Maintain neat, clean professional appearance.

#### **V. To Apply:**

Complete an application form and return it to WSU Skagit County Extension. Applicants will be interviewed before the final selection.

Return completed application to:

Ideas for Living  
WSU Skagit County Extension  
11768 Westar Lane, Suite A  
Burlington, WA 98233

WSU Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office. Accommodations for applicants who qualify under the Americans with Disabilities Act are available upon request.