



## Position Description: Lead Facilitator at Yellow Arrow

### Role Overview:

The Lead Facilitator at Yellow Arrow plays a crucial role in delivering workshops to schools and acting as the main point of contact with the partnering educational institutions. This casual position requires a proactive and engaging individual who is passionate about facilitating learning experiences for young audiences.

### Responsibilities:

- Act as the primary contact person for the school in the lead-up to the workshop, maintaining effective communication and addressing any concerns or queries.
- Thoroughly learn and practice all workshop content and activities to ensure smooth and impactful delivery during the session.
- Schedule and conduct a meeting with the Support Facilitator before the workshop to review the content and plan out responsibilities during the session.
- Collect the printed timetable and workshop materials from the Yellow Arrow team before the workshop date.
- Arrive early at the school venue to set up the necessary equipment and materials and have a discussion with the key teacher contact to align expectations.
- Capture and share relevant photos from the workshop, with appropriate permissions obtained, to the Program Manager for documentation purposes.
- Provide constructive feedback to the Support Facilitator and the Trainee Facilitator in a supportive and clear way.
- Complete the post-workshop feedback form to provide valuable insights for continuous improvement.

### Pay:

The Lead Facilitator will be compensated at the rate of \$53 per hour for the time spent facilitating workshops and fulfilling related responsibilities.



# Position Description: Support Facilitator at Yellow Arrow

## Role Overview:

The Support Facilitator position at Yellow Arrow is a critical supporting role for the Lead Facilitator during workshop delivery. This casual position requires a dedicated individual who can collaborate effectively with the Lead Facilitator to create engaging learning experiences for students.

## Responsibilities:

- Provide support to the Lead Facilitator during workshop sessions, ensuring the smooth execution of activities and maintaining a positive learning atmosphere.
- Thoroughly learn and practice all workshop content and activities to be well-prepared to assist the Lead Facilitator during the session.
- Prior to the workshop, attend a meeting with the Lead Facilitator to discuss the program, allocate responsibilities, and ensure a coordinated approach to facilitation.

## Trainee Facilitator Program:

Applicants interested in the Support Facilitator role will initially participate in the Trainee Facilitator Program. During this program, they will attend at least two training sessions as a trainee facilitator. The trainee facilitators will have the opportunity to observe workshop sessions, assist with basic tasks (e.g. handing out worksheets, joining in with games), and receive compensation at the rate of \$24 per hour for their time. They will also be given the opportunity to present short parts of the session and then receive feedback from the lead facilitator in the post session review.

## Pay:

The Support Facilitator will be compensated at the rate of \$43 per hour for the time spent supporting the Lead Facilitator during workshops.

Note: All roles at Yellow Arrow, including casual positions, offer a unique opportunity to contribute to the personal and educational growth of young individuals. Successful candidates will be working with a dynamic team and will have the chance to positively impact the lives of students through engaging and transformative workshops.



## How to Apply:

To apply for the Lead Facilitator or Support Facilitator roles at Yellow Arrow, please follow the application guidelines outlined below:

### Create a 3-minute video:

Develop a 3-minute video showcasing your ability to deliver content based on the topic: “How to take action and grow as a leader.” Feel free to use any format or style that you believe will resonate with a high school audience. The video should be clear, concise, and relevant to the subject matter. Once you've created the video, upload it to YouTube as a private video and provide the link in your application.

### Submit your CV and cover letter:

Along with the video link, include your up-to-date CV and a cover letter. In your cover letter, emphasize your relevant skills and experiences in facilitation, education, or youth work, and explain why you are enthusiastic about joining Yellow Arrow's team.

### Availability:

Confirm your availability to work on a casual basis, considering the workshop schedule and demand. Flexibility and willingness to accommodate varying workshop timings will be highly valued.

### Ideal Candidate Qualities:

Yellow Arrow is seeking candidates who possess the following qualities:

- A passion for leadership development and youth empowerment, demonstrating a commitment to making a positive impact on the lives of young individuals.
- A friendly, confident, and professional demeanor, capable of engaging with students and building a positive learning environment.
- A strong desire to learn and grow as a facilitator, open to giving and receiving feedback and continuously improving their skills.



- A reliable and punctual work ethic, ensuring the smooth execution of workshops and respecting the time of all participants involved.
- A valid Working with Children Check to ensure the safety and wellbeing of the students during workshop sessions.

## Application Deadline:

Please ensure your application, including the video link, CV, and cover letter, is sent to [hello@yellowarrow.com.au](mailto:hello@yellowarrow.com.au) no later than 4th September 2023. We eagerly await receiving your application and look forward to the opportunity of welcoming you to the Yellow Arrow team!