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**Title:** Program Facilitator

**Organization:** Wellfit Girls

**Classification:** Part-Time or Volunteer

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**Organizational Background:**

Wellfit Girls, a leadership, fitness and empowerment program in Southwest Florida, is seeking a part-time **Program Facilitator**. The mission of Wellfit Girls is to inspire, challenge and empower teen girls to climb high in all areas of life through transformational leadership programs.

**Position Summary:** The **Program Facilitator's** primary responsibility is to facilitate Wellfit Girls programs and build meaningful relationships with participants. The **Program Facilitator** maintains good relationships with other facilitators, participants, fitness volunteers, mentors, and other community support personnel. Additionally, this individual is responsible for contributing to a program culture that is person centered, outcome oriented and dedicated to empowering young leaders.

**Knowledge, Skills, and Abilities**

- High School diploma or equivalent
- Excellent written and oral communication skills
- Clean driving record
- Current Wilderness First Responder (WFR) certification or ability to acquire it within 6 months
- Team-oriented and collaborative-minded
- Must have excellent proficiency in Microsoft Word and Excel
- Excellent interpersonal and leadership skills
- Works collaboratively and/or independently as the task requires
- Strong critical/creative/strategic thinking, and problem-solving skills
- Organized with strong attention to detail
- Meets deadlines, works well under pressure
- Experience with risk-management best-practices
- Willingness to travel out of state for up to 10 days at a time
- Willingness to have a flexible schedule
- Bilingual Spanish and/or Haitian-Creole speaker a plus

**Duties/Responsibilities**

- Develop and maintain caring relationships with participating students
- Facilitate the program curricula and activities
- Support with the program expedition
- Co-facilitate students in teambuilding activities and consensus decision making
- Participate in weekly leadership team meetings

- Prepare detailed weekly reports for the Executive and Program Directors
- Maintain attendance and update any participant profile information as needed
- Support participants with student fundraising goals and social entrepreneurship projects
- Participate in various organizational committees

**Reports To:** Program Director

**Professional Level:** Entry Level

**Compensation:** The pay for this position varies based on experience.