

## ***Monarchs Across Georgia* Facilitator Job Description**

### **Job Title:**

- Monarchs Across Georgia Educator Workshop Facilitator

### **Facilitator Requirements:**

- Attend an 8 to 10-hour *Monarchs Across Georgia* Facilitator workshop  
OR
- Complete the MAG Facilitator Mentor Program

### **Supervisor:**

- Monarchs Across Georgia Facilitator Coordinator

### **Position Responsibilities:**

- Facilitate at least one Curriculum Workshop (minimum 5 hours) in a two-year period (*Steering Committee members should facilitate a workshop every year*).
- Schedule, plan, and announce your workshops.
- Contact resource people to assist with your workshop, when necessary.
- Provide quality, non-biased training to educators in the use of *Monarchs Across Georgia* and *Monarchs & More* materials.
- Know the subject being taught and be properly prepared for the workshop.
- Complete and submit all necessary paperwork within 2 weeks after your workshop (*see Workshop Planning Checklist*).

### **Qualifications:**

- Experience in formal or non-formal education.
- Must have completed the training for **and** be an experienced facilitator in at least one of the national EE curriculum projects (*WET, WILD, PLT*).
- Familiarity with butterflies and their habitats.
- Strong communication skills.
- Comfortable facilitating adult workshops (*10-30 people*).
- Must have completed a 5 to 10-hour *Monarchs Across Georgia* Educator Workshop **and** have utilized the materials with a youth or adult group.

### **Training:**

- Will be provided by Monarchs Across Georgia through the Facilitator Mentor Program.  
Cost: \$10.00

### **Tools, etc.:**

- Facilitators must have access to materials commonly used in *Monarchs & More* activities, such as arts and crafts supplies, writing materials.

# Workshop Planning Checklist...*It's time for a MAG Workshop!*

## Before the Workshop

- \_\_\_\_\_ Select and reserve workshop site for the date, time and number of hours needed.
  - \_\_\_\_\_ Space requirements, chairs, tables, A/V, parking, and outdoor teaching space
  - \_\_\_\_\_ Can host site provide directions, a list of area hotel, restaurants that cater or deliver, and use of coffee pot, refrigerator, and microwave (if possible)
- \_\_\_\_\_ Contact sponsors to provide seeds, plants, or other supplies/ equipment.
- \_\_\_\_\_ If planning to use EEA funds to reduce the workshop fee, contact the MAG Facilitator Coordinator for approval prior to publishing the workshop price.
- \_\_\_\_\_ Submit online workshop proposal form (and request workshop certificates) at least four weeks prior to the workshop date.
- \_\_\_\_\_ Develop and distribute promotional materials, e.g. flyers, pre-registration forms, posters, or articles.
- \_\_\_\_\_ Ensure workshop is posted on the MAG and EEinGeorgia websites.
- \_\_\_\_\_ Outline workshop agenda, taking into consideration:
  - \_\_\_\_\_ The audience
  - \_\_\_\_\_ Workshop objectives
  - \_\_\_\_\_ Constraints (for example, space or time)
  - \_\_\_\_\_ Strategies for overcoming constraints
  - \_\_\_\_\_ Requirements for credit (district, college or university) if offered
  - \_\_\_\_\_ Materials and equipment needed for activities
- \_\_\_\_\_ If possible, contact/invite guest knowledgeable on butterflies.
- \_\_\_\_\_ If planned, arrange for refreshments and snacks.
- \_\_\_\_\_ Gather support materials such as projector, VCR, paper, pens, and art materials.
- \_\_\_\_\_ Send PLU Pre-Approval forms (if teaching a 10-hour workshop), confirmations, and maps to advanced registrants.

### **At the Workshop Site**

- \_\_\_\_\_ Set up workshop space (if possible, the afternoon or evening before).
- \_\_\_\_\_ Check to be sure equipment is working.
- \_\_\_\_\_ Locate restrooms, light switches, plugs, and easiest access to the outdoors.
- \_\_\_\_\_ Select appropriate areas to conduct activities.
- \_\_\_\_\_ Collect PLU Pre-Approval forms at the start of the workshop.
- \_\_\_\_\_ During the workshop, orient participants to the restrooms and refreshments.
- \_\_\_\_\_ Provide a brief overview of the agenda, including when breaks and lunch will be.
- \_\_\_\_\_ At the end of the workshop, be sure each participant fills out Participant Survey Form (evaluation).
- \_\_\_\_\_ Distribute *Monarchs Across Georgia* certificates in exchange for the Participant Survey Forms.
- \_\_\_\_\_ Distribute PLU Completion Forms, if necessary.

### **After the Workshop**

- \_\_\_\_\_ Complete online Facilitator Reporting Form and submit a copy of the sign-in sheet, agenda, and completed Participant Survey Forms.
- \_\_\_\_\_ Send thank yous to sponsors and guest speakers.
- \_\_\_\_\_ Follow-up with participants with electronic versions of any promised documents or links.
- \_\_\_\_\_ If PLUs provided, send copies of PLU Pre-Approval forms and PLU Completion Forms to PLU Chair and retain a copy for you records (required to keep for seven years).
- \_\_\_\_\_ If workshop fees collected for EEA, submit to EEA Bookkeeper, copying MAG Chair and MAG Facilitator Coordinator.
  - \_\_\_\_\_ Write a personal check for all cash collected
  - \_\_\_\_\_ Make a copy of all checks for EEA records and send to EEA bookkeeper
  - \_\_\_\_\_ Email EEA Bookkeeper, copying MAG Chair and MAG Facilitator Coordinator, with summary of the transaction you are submitting
  - \_\_\_\_\_ Send all financial documents to EEA Bookkeeper by certified mail noting the appropriate budget line code