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 your 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