



Teen Program Facilitator Guidelines and Information

What is this role?

- Each module will consist of 16 girls, a facilitator, and a co-facilitator. The role of the facilitator is to communicate pre-session details to families, organize the sessions and their supplies, run the sessions, and provide follow-up emails to parents.

What is the time commitment?

- Modules of the Teen Program will include Body Image, Mental Health, Self-Confidence, Relationships, and Faith and Teens. Modules occur as 5-session programs, with the exception of Faith and Teens, which is offered as 3 separate retreats.
- The time commitment for this role will include 15 hours of session work (5 sessions at 2 hours each, plus approximately 30 minutes each for set-up and clean-up after sessions). Additionally, each session may involve an hour of preparation (e.g., reading through the script, establishing pairs/groups, brainstorming ways to encourage teen participation, and organizing materials). Sessions can occur once a week or twice a week. The total time commitment is estimated at 20 hours over the course of 3-5 weeks.

What is the compensation?

- This is a volunteer position.
- There will be an appreciation event to thank volunteers for their time.

What are the background expertise and requirements?

- Relevant Bachelor's degree (HDFS, psychology, social work, sociology, education, etc.)
- Some experience working with teens, mental health training, and/or advanced degree in relevant field.
- For example:
 - Body Image Module - therapists, counselors, social workers, registered dietitians, graduate students, etc.
 - Mental Health Module - therapists, counselors, teachers, public health, etc.
 - Relationships Module - therapists, counselors, social workers, etc.
 - Self-Confidence Module - therapists, school counselors, teachers, coaches, graduate students, etc.
 - Faith and Teens - church leaders, youth directors, teachers, etc.
- 2 references

What are the application and training procedures?

- Application
- Lunch and Learn / Information Session / Training



- Interview with Director of Programming and Research
- Contract
- Mid-module check-in with Director of Programming and Research

How do I choose a location and day/time?

The location is at the discretion of the facilitator, but should be a public facility that comfortably accommodates 18 people, has accessible AV for sharing of slides, videos, etc, and is free of charge. In Fargo, the BIO Girls headquarters has ample space for this purpose.

The day and time is at the discretion of the facilitator. However, BIO Girls has tested the waters and found that Sunday afternoons/evenings or 7pm on weekdays may be best during the school year for busy teens. Or, in the summer a mid-afternoon, week-day session may be best.

The program can be offered once a week or twice a week.

Do I need a co-facilitator?

Yes. The co-facilitator must meet the facilitator requirements. The co-facilitator will also submit an application and background check and complete an interview.

How far in advance of leading a session should I apply to facilitate?

It is best to have 2-3 months lead time from application to program facilitation to provide time for marketing of the session.

How do you measure the success of the modules?

Each module includes two levels of success metrics. The qualitative feedback is solicited from the participants after each session. The quantitative data is measured pre-first session and pre-last session. Each module has validated survey tools used to analyze the results of the program.

Can I lead multiple sessions and/or multiple topics?

Yes.

Do I receive the curriculum and supplies from BIO Girls?

Yes, all program materials are supplied to the facilitator in advance of the session.

Who manages the registration process?

BIO Girls will manage the registration process and provide a participant roster to the facilitators within 1 week of the program start date. If less than 8 participants register, the session will be canceled.



What is the cost to participants?

\$100 per 5-session module. This covers the cost of supplies, curriculum, insurance, and the registration fees. Scholarships are available.