



Position:	Group or Project Facilitator-Volunteer
Department:	Community Group Facilitator and Operations
Program:	Volunteer Program
Reports to:	Community Group Facilitator and Operations Manager
Status:	Volunteer, Unpaid
Minimum requirement:	Varies by group or project
Weekly time commitment:	Varies by group or project
Salary:	Unpaid
Probation:	N/A

JOB SUMMARY:

The **Group or Project Facilitator-Volunteer** position provides opportunities for individuals to use their commitment of time and talents to engage, empower and advocate towards achieving a more equitable society and foster an ever-improving quality of life for the LGBTQ community through facilitating assigned social group(s), support group(s), and/or special project(s) hosted at The LGBTQ Center of Long Beach.

The Group or Project Facilitator-Volunteer position is responsible for facilitating and/or leading assigned group discussions.

Primary Duties and Responsibilities:

- 1.) Facilitate groups or special projects;
- 1.) Demonstrate knowledge and expertise in discussion content, topic, or special project;
- 2.) Communicate planning, implementation, administration and/or evaluation of groups or projects to the Operations Manager in a timely manner;
- 3.) Complete and submit group or project sheets to the front desk;
- 4.) Start and end assigned groups or projects on time;
- 5.) Set-up and breakdown group or project spaces;
- 6.) Request and/or communicate changes in group or project schedules to the Operations Manager in a timely manner;
- 7.) Ensure a welcoming, safe, non-discriminatory, non-judgmental space for new and existing group or special project(s) members; and
- 8.) Attend mandatory trainings (when applicable).

Desired Qualifications, Experience and Skills:

- Commitment to the mission of The LGBTQ Center of Long Beach to engage, empower and advocate towards achieving a more equitable society and foster



an ever-improving quality of life for the LGBTQ community through volunteerism;

- Comfortable meeting new people and courteous in social situations and with the public;
- Strives for exemplary customer service;
- Excellent communication skills;
- Personal awareness and emotional maturity;
- Responsible, respectful and dependable;
- Group Facilitator experience is a plus, but not required; and
- Demonstrate ability and willingness to work effectively with people of diverse races, ethnicities, ages, sexual orientation, socioeconomic backgrounds, and genders in a multicultural setting and learn about services available to the Long Beach community.

Required supplemental materials

In addition to a completed volunteer application, **Group or Project Facilitator-Volunteer** applicants should submit a resume outlining their skills and experience for the position.

Normal volunteer hours occur Monday through Saturday. Evening and weekend shifts are available. Additional volunteer opportunities are available in the following:

- Front Desk
- Mentoring
- Special Events/Projects
- Outreach

Volunteers are not compensated for travel should they choose to volunteer at a special event, off-site.

The **LGBTQ Center of Long Beach** is an equal opportunity employer. Applications are encouraged from anyone regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, sexual orientation, or age.

Please email or fax volunteer application to:

Deena Abuyounes (Community Group Facilitator and Operations Manager)

Email: dabuyounes@centerlb.org | **Fax:** 562.433.6428

The LGBTQ Center of Long Beach

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