

Loudoun Workforce Resource Center

Volunteer Position Description

Title:	Facilitator – Instructional Workshops
Purpose/Objective:	Seeking a qualified individual to create and facilitate a course based on pre-determined learning objectives using the GoToMeeting virtual platform or on-site classroom facilitation.
Location:	Loudoun Workforce Resource Center
Key Responsibilities:	<ul style="list-style-type: none">• Create an informational and instructive workshop on a topic pertaining to the workforce, job skills or job keeping skills• Facilitate course in 1 – 2 hour segments or a half-day session up to 4 hours• Develop handouts/activities for participants• Report attendance at end of session
Impact Goal:	Assist participants in skill development to increase employability.
Qualifications:	<ul style="list-style-type: none">• Must be at least 18• Instructional design and presentation experience preferred• Knowledge of navigating & trouble shooting the basics of virtual platforms• Patience & a sense of humor a plus• Positive interpersonal skills a must
Time Commitment:	Three months (minimum of once per month)
Training/Support Provided:	<ul style="list-style-type: none">• Training equipment and copies of handouts provided• Training assistance with first two classes• Facilitate during normal business hours• Measurable learning objectives
Benefits:	<ul style="list-style-type: none">• A meaningful and positive impact• Assist friends & community
Supervisor:	Karen McClelland – Training Coordinator
Phone:	(703) 771-5934
E-mail:	karenmcclelland@loudoun.gov
Program Website:	www.loudoun.gov/wrc

Use the link below to apply for this position:
[Facilitator – Instructional Workshops Application](#)