



**JOB TITLE:** Learning Facilitator  
**LOCATION:** Anaheim, CA  
**STATUS:** Full Time, Non-Exempt  
**SALARY:** \$50,000-\$65,000

**ORGANIZATION:**

For more than 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to positively impact youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students learn, grow and prepare for their futures through a network of TGR Learning Labs and national programs focused on STEAM educational enrichment, health, well-being, college access and career readiness. For more information visit [TGRFoundation.org](http://TGRFoundation.org) or connect on [Facebook](#), [Twitter](#) and [Instagram](#).

**POSITION DESCRIPTION:**

Learning Facilitators are responsible for developing and maintaining operational excellence with students, co-workers, volunteers and the general public. This is a full-time position to support TGR Learning Lab programs including Day Program, Expanded Learning, Saturday STEAM workshops and special events. The individual selected will assume the position of instructor and related duties including developing and delivering STEAM content and collaborating with staff to serve students in grades 5-12 as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**Curriculum:**

- Plan and design learning experiences with an emphasis around STEAM curriculum and a focus on science that engages students in problem-solving, critical thinking and reflective learning;
- Work with the Director of Programs and Senior Executive Director to deliver STEAM curriculum at the TGR Learning Lab and in partner schools;
- Manage science clubs/team and special event(s) including, but not limited to organizing, scheduling, and developing workshops that meet the needs of TGR Learning Lab youth in line with current instructional programs;
- Deliver innovative, project-based lessons that cater to diverse learning styles and abilities that are inquiry based and foster curiosity, creativity, and love of learning;
- Integrate hands-on activities, experiments and real-world applications into lessons to enhance students' understanding of STEAM;
- Continue to grow science and other STEAM class offerings at the TGR Learning Lab.

**Assessment and Feedback:**

- Implement formative and summative assessments to gauge student progress;
- Collect data which includes attendance and administration of surveys;



- Prepare reports & presentations showcasing the impact and outcomes of the program that demonstrate student growth;
- Provide quarterly reports to TGR Learning Lab administration and grant funders.

**Leadership:**

- Provide ongoing support to staff;
- Keep a budget and inventory of science related supplies and equipment;
- Provide support for internal and external events held at the TGR Learning Lab.

**Collaboration & Skills:**

- Work collaboratively with staff and other stakeholders to develop new curriculum and training;
- Collaborate with other instructors, educational partners, and community organizations to enhance the overall learning experience;
- Support student recruitment and TGR Learning Lab awareness by facilitating workshops at schools and in the community;
- Build and maintain relationships and communication with co-workers, students, families, volunteers and organizations;
- Participate in professional development opportunities to stay updated on STEAM education trends and best practices;
- Identify unique student and educator needs and recommend improvements and opportunities;
- Participate in classroom observations for reflection and growth;
- Assist in the recruitment of students when possible;
- Serve as a mentor and role model for students, promoting a growth mindset and a passion for lifelong learning;
- Be a self-starter with strong organizational skills and an excellent communicator both verbally and in writing.

**EDUCATION, EXPERIENCE & SKILLS:**

Learning Facilitator will have past involvement in educational programs for youth and experience in science, technology, engineering, art or math. In addition to:

- Ability to work 40 hours a week, 5 days a week including evenings and year-round. Hours during the week will preferably be 9:00 a.m. – 6:00 p.m. Monday through Thursday; 8:00 a.m. – 5:00 p.m. on Fridays, occasional Friday evenings and Saturdays;
- Bachelor's degree or an equivalent combination of skills, training and experience;
- Valid teaching credential in a STEAM content area is highly preferred;
- Travel is required as is a valid driver's license and/or a means of reliable transportation;
- Content knowledge and/or experience in science, math, technology/computer science or engineering;
- Design curriculum and procure materials and supplies for STEAM activities;



- Familiarity with educational technology, knowledge of diverse student needs and different learning styles is essential; Ability to integrate technology creatively into lessons and activities;
- Demonstrate strong interpersonal skills consistent with a positive youth development environment;
- Have strong organizational skills, be a self-starter, and an excellent communicator both verbally and in writing;
- Support the TGR Foundation mission, vision, and core values.

**TO APPLY:**

Send an electronic cover letter and résumé to Ashley Cortez at [acortez@tgrfoundation.org](mailto:acortez@tgrfoundation.org).

\*No phone calls please. TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.