



LEADERS CIRCLE FACILITATORS ROLE DESCRIPTION

A “facilitator” is: one who helps participants learn from an activity. The literal meaning of facilitator is “one who makes things easy.”

Our Leaders Circle facilitators:

- Serve as coordinator and organizer of the circle and ensures everyone is taking part and staying on task.
- Guide discussion, but do not lead it.
- Create the environment to help develop mutual respect among the group to maximize learning.
- Guide the participants in helping each other. People will tend to view facilitators as experts, **but the goal here is to have them help each other (peer support)**. If the facilitator steps into the discussion as an expert, she/he should make sure they are knowledgeable about the topic and feel comfortable with people questioning your resources or information.
- Stay focused and alert, interested in the discussion and the learning that is taking place. Set and maintain the tone of discussion, by example and by setting ground rules. Facilitators should make eye contact with participants, listen closely, and encourage everyone to contribute to the group.
- Must be prepared to manage tension as it arises, or discussion comes to a halt. The facilitator must be prepared with tools to keep the learning happening.
- Clarify issues, focus discussions, bring out viewpoints, synthesize differences, and look for underlying agreements. However, this does not mean they impose a solution on the group.
- Are aware of individuals that may be experiencing discomfort or who are not participating and take corrective action either in the session or soon after it.
- Supplies constructive criticism when, for example, a person or people try to dominate the meeting.
- Follows the program guidelines, ensures meetings are coordinated and communicated, and inclusive of all members.
- Holds the members accountable to each other, including attendance policies.

VOLUNTEER TIME COMMITMENT:

- Monthly meetings September through May; approximately 2 hours/month (virtual or in-person, as agreed upon by the group)
- Email reminders to your circles the week or so before
- Occasionally fielding calls or emails from members