



Skylight PTS Facilitator

We are seeking a Facilitator to hold Parenting Through Separation courses at our Wellington, Hutt Valley, Porirua and Kāpiti venues. Courses are scheduled monthly and typically held on weekends or over two 2hr sessions evening sessions. Course schedule would be determined in partnership between the Skylight PTS Programme Coordinator and the facilitator.

Skills/experience:

- Qualification in counselling/social work/teaching or related discipline not required but highly desirable.
- Understanding of subject matter and life experience in related areas a plus
- Culturally sensitive and responsive to the needs of participants. This includes but is not restricted to respect for and understanding of Māori, Pacific peoples, and migrant communities.
- Experience in facilitation in sometimes sensitive subject matter

Responsibilities:

- Undergo Skylight PTS Facilitator training process (see below for details)
- Facilitate a 4-hour PTS course once per month
- Complete participant attendance sheet for each course and submit to coordinator within 24 hours of course completion
- Administer course evaluations and submit completed forms to the coordinator
- Periodic telephone/email communications with Coordinator

Facilitator training and accreditation process:

Skylight is happy to provide Facilitator training to Trainee Facilitators who have committed to deliver the PTS Programme. The training process is undertaken in your own time:

- Discussion & introduction to PTS with Programme Coordinator
 - Programme Facilitators' kit provided to familiarise with programme delivery
- Observe at least two PTS courses with different Facilitators
- Co-facilitate with an experienced Facilitator who provides feedback to the Programme Coordinator

Remuneration:

- For each course, the Facilitator is paid \$45.00 per hour plus 30 minutes setup/30 minutes clean-up time.