



Objective: *To present the Peace Education Program*

Reports To: *Project Manager, Local Peace Education Program*

Tasks

- Become familiar with all Peace Education Program materials
- Attend the PEP briefings
- Attend the facility's required volunteer training/orientation, if any
- Preview the current week's material before the session
- Arrive at the facility early to set up. Cue the DVD and check for picture and sound quality
- As participants arrive, welcome everyone
- Distribute printed materials to all participants
- When the session is ready to begin, welcome the group as a whole
- Introduce the video segment by announcing the theme for the session and reading the description from the workbook
- Show the DVD
- Once the DVD finishes, invite participants to reflect on what they just heard, write in their workbook or share their reflections
- End the session by thanking the participants for attending
- After the participants have left, pack up materials and equipment and store according to arrangements made with the location's staff
- After the session, debrief with other facilitators noting what could be improved and what went well
- Attend monthly PEP conference call
- Attend any local team meetings as requested

Required Skills and Experience

- Clear and concise communication skills
- At ease in front of an audience
- Excellent active listening skills
- Understands the difference between a facilitator and a presenter. Can work with a group without dominating a group.
- Is able to engage respectfully with all participants
- Understands the inappropriateness of socializing with individual participants
- Able to keep and maintain accurate records
- Previous experience as professional facilitator would be useful

Resources

- Phone, Skype, computer, email
- Appropriate attire
- Transportation to and from location

Time Requirements

- 2 hours each session plus debrief, transportation to and from the facility
- 11 to 12 hours to become familiar with the workshop materials
- Time to complete the facility application, training and orientation, if any
- 1 hour monthly PEP conference call

Location

Choose a location to present the Peace Education Program close to the Volunteer Team's local area. This will assist the Team in the ongoing coordination and presentation of the program.