

Program Facilitator – The Clara Project

Supervisor: Director of Education

Department: Education

Date Created or Revised: June 2026

Purpose

The program facilitator for The Clara Project (TCP) will deliver content for Gamma Phi Beta's TCP, a series of virtual learning opportunities for members seeking to develop their board-level competencies and high-level leadership skills. Program facilitators may serve as large or small group facilitators to deliver TCP curriculum, teach core concepts, facilitate discussion and foster relationships with and between participants.

Responsibilities

- Attend all required facilitator trainings and program sessions.
- Review educational material before each session and prepare as needed on your own time.
- Facilitate TCP curriculum for program participants in large and/or small group formats depending on assigned role.
- Coach and mentor participants through large and/or small group facilitation.
- Provide feedback to staff and LDC volunteers on educational content.

Expectations

- This role is appointed for a three-month term beginning with facilitator training and lasting for the duration of the eight-week program.
- This role requires two to five hours per week, on average.
- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteers.
- Meet all expectations as outlined in Gamma Phi Beta's [Appointed Volunteer Expectations Agreement](#).

Preferred Competencies and Experiences

- Communication
- Critical Thinking
- Teamwork
- Past participation in Gamma Phi Beta leadership development or educational programming
- Prior facilitation experience