



Pen Pal Facilitator Description

Purpose:

Extends to expanding and improving cultural competence through various cultural awareness projects, PEN PAL program, and fundraising events. Through a close, committed, ongoing relationship, HER SPORTS and Graduate to Greatness Basketball Academy (G2G), can hope to break down cultural barriers and crush stereotypes allowing participants to grow into self-aware, well-rounded young women that will later forge successful careers and contribute positively to society.

Facilitator Overview:

Your role is to help students question and process what they are learning in their digital exchange experience. Facilitators are central to the Pen Pal program because you ensure that students are actively participating and engaging with new information/different perspectives in meaningful ways. You will serve as the main point of contact for Pen Pal Program students, provide feedback on assignments, create a safe space for their voices to be heard, and help them make the most of these opportunities.

Responsibilities:

- Develop participant's literacy skills
- Create lesson plans and virtual activities
- Contribute to participants development as informed global citizen
- Increase participants motivation for public speaking
- Increase participants' knowledge and relevance of cultural differences and similarities in other subject areas of the program (e.g. geography, history, home economics, music, art, science, sports, health and wellness, etc.)
- In collaboration with G2G, decide on the topics that we can cover within the time frame, and optimum time for sending/receiving the correspondence items.
- Develop a project for participants to exchange at the end of the program
- Attend all meetings
- Schedule pre and post meetings with participants

Time Commitment:

- 1 year
- Five virtual meetings from 60-90 minutes long (Every 3 months)
- Two in person meetings with local participants
- Attend meetings with Executive Director and Administrators for G2G

Qualifications:

- 21 years or older
- Good communication skills and the ability to work with others
- Excellent organizational and program planning skills
- Preference will be given to college students majoring in Education, Sports Management, and other related fields.
- Knowledge of Zoom Breakout Rooms or Jamboard

Pay: stipend