

Position Description

Facilitator

This agreement sets the terms and understanding between the Facilitator and the SAFE Bar Network to travel and facilitate the SAFE Bar Training conversation.

Background

The SAFE Bar Network is a nonprofit organization whose mission is to prevent sexual harassment and assault. The SAFE Bar Network achieves this mission by partnering with bars and other alcohol-serving venues to create a workplace culture focused on using active bystander skills to prevent sexual harassment, and sexual assault, and give customers and employees a safe night out.

Purpose

With the support of the SAFE Bar Network, the Facilitator will be responsible for traveling to facilitate the SAFE Bar Training conversation with alcohol-serving venues.

We are looking for someone with a flexible schedule who can travel at least 4 consecutive days a month and facilitate multiple SAFE Bar Training conversations with several alcohol-serving venues per trip.

The above goals will be accomplished by undertaking the following activities:

SAFE Bar Network

- Facilitate the SAFE Bar Training train-the-trainer session and offer opportunities for continuing education.
- Communicate with venues to share the benefits of joining the SAFE Bar Network and complete all scheduling, confirmations, and follow-ups.
- Communicate session and travel schedule to Facilitator at least 3 weeks in advance.
- Collect membership donations from alcohol-serving venues in the SAFE Bar Network.
- Provide SAFE Bar Network member venues with all deliverables: toolkits, symbols, window clings, posters, stickers, local resource cards, certificates, press releases, networking opportunities, additional trainings, recognition on the SAFE Bar Network website, and social media.
- Analyze evaluation data and distribute post-survey and customer satisfaction data to Facilitator.
- Provide ongoing support and assistance to Facilitator.

- Offer Facilitator opportunities to practice facilitating the SAFE Bar Training conversation and resolve difficult questions, conversations, or issues with training participants.
- The SAFE Bar Network will provide Facilitator with all facilitation materials via the Facilitator's Folder

Facilitator

- Be available to travel at least 4 consecutive days per month.
- Complete the SAFE Bar Training conversation train-the-trainer session.
- Request toolkits (English and Spanish) toolkits from the SAFE Bar Network to allow for one toolkit for every training participant.
- Arrive 30 minutes before scheduled training to:
 - o build a relationship with the venue leader
 - o go over what will be covered in the training session
 - o ask questions and take note of specific topics they want covered in the training session and
 - o make sure the venue leader is prepared to do the training introduction and conclusion.
- Facilitate the SAFE Bar Training conversation with the alcohol-serving venue
- Ensure at least 75% of SAFE Bar Training participants complete the post-survey, safebarnetwork.org/evaluation
- Ask the owner if you can get a group photo after training and share that group photo with the SAFE Bar Network.
- Complete the Fidelity Checklist after each SAFE Bar Training conversation facilitated, safebarnetwork.org/evaluation

Reporting

Facilitator will share the post-survey evaluation with 100% of SAFE Bar Training conversation participants as part of the training session. The goal is that 75% of all training participants complete the post-survey evaluation.

Evaluation data from trainings will be reviewed frequently with the following goals.

- 85% of post-survey respondents answered each question correctly.
- Post-survey respondents give Facilitator an average grade of "A".
- 100% of Customer Satisfaction survey respondents say Facilitator "met expectations"

The SAFE Bar Network will provide Facilitator with all evaluation results within two weeks of a completed SAFE Bar Training conversation.

Compensation

LOCAL TRAININGS: SAFE Bar Training conversations that are facilitated in PARTNER's local community, 60 miles from their home one way. The SAFE Bar Network will pay PARTNER \$175 for each SAFE Bar Training conversation facilitated.

REGIONAL TRAININGS: SAFE Bar Training conversations that are facilitated in the PARTNER's region, over 60 miles to 200 miles from your home one way. The SAFE

Bar Network will pay PARTNER \$500 for the trip and the first training. The SAFE Bar Network will pay \$175 for each additional SAFE Bar Training conversation facilitated. The SAFE Bar Network will reimburse PARTNER for their mileage costs at the GSA rate, www.gsa.gov

For example, If you travel from Kansas City to Columbia to facilitate two sessions with Fieldhouse | Willies. You will be paid \$675 and be reimbursed for the mileage costs at the GSA rate.

If you travel from Kansas City to Columbia to facilitate one session with Campus Bar and Grill You will be paid \$500 and be reimbursed for the mileage costs at the GSA rate.

TRAVELING TRAININGS: SAFE Bar Training conversations that are facilitated outside of PARTNER's region, over 200 miles from home one-way. The SAFE Bar Network will pay \$500 for the trip and the first session. The SAFE Bar Network will pay an additional \$175 for the second, third, and fourth+ sessions. The SAFE Bar Network will cover PARTNER's travel costs including a travel day to the destination and a return travel day. Travel costs covered include: economy airline ticket, meals at the GSA rate, hotel at the GSA rate, economy car rental or ride-share fees, and airport parking in the economy lot - www.gsa.gov

For example: If you travel to Louisville for sessions scheduled from Sunday to Tuesday and facilitate three sessions each day you will be paid \$500 for the trip plus \$1,400 for a total of \$1,900. You will also be reimbursed for your travel costs at the GSA rate, economy airline ticket, meals at the GSA rate, hotel at the GSA rate, economy car rental or ride-share fees, and airport parking in the economy lot - www.gsa.gov

The SAFE Bar Network will guarantee the Facilitator one trip a month and \$750. This amount will be forfeited if Facilitator is scheduled for a trip 3 weeks in advance and is unavailable or turns down the request at scheduling or before the trip is completed.

The alcohol-serving venue receiving the SAFE Bar Training must have a current SAFE Bar Network membership, and the training must be on the official SAFE Bar Network calendar.

Apply

To apply please send your resume and a brief cover letter describing your relevant experience and interest in the position to Haleigh Harrold, hharrold@safebarnetwork.org