

Opportunity Knocks

Job Description

FACILITATOR

General:

The word “*facilitate*” means “*to make easier.*” Thus an OK Facilitator’s primary role is to make it easier for a meeting’s attendees to achieve their goals. He or she accomplishes this by striving “to provide an environment for the team members to solve each other’s problems.” Thus a facilitator is the neutral servant of a team.

Qualifications:

- 1) A passion to help the small business community.
- 2) Four hours a month to spare.
- 3) The ability to listen.
- 4) The ability to keep a meeting flowing.
- 5) The ability to manage the conflict that occasionally arises in meetings.
- 6) The planning skills necessary to organize, manage and conclude a successful meeting.
- 7) A general understanding of business.

Duties:

The OK Facilitator’s duties include:

- 1) Planning each three-hour monthly meeting, using the OK meeting template.
- 2) Sending out the agenda at least one week in advance.
- 3) Communicating with team members as to the time, date and place of the monthly meeting.
- 4) Conducting each monthly meeting, along with a co-facilitator.
- 5) Following up the results of the monthly meeting, per the OK meeting template.

Tools to be provided include:

- 1) Facilitator's Manual.
- 2) Two Facilitator lunch meetings per year.
- 3) Any required forms and templates.
- 4) New team members, when requested.

Estimate of time required:

- 1) Monthly team meeting: Three hours.
- 2) Administrative time before and after meeting: One hour.
- 3) Facilitator development meetings: Twice a year for 1 ½ hours each.
- 4) Annual meeting: Once a year for 2 hours.