



Not-On-Tobacco



Facilitator Position Description

RESPONSIBILITIES:

1. Attend entire training session for facilitators.
2. Follow program for conducting program as outlined in the *N-O-T* Facilitator Guide.
3. Prepare in advance for each session. Material needs to be well organized, and a sufficient number of handouts must be available for all participants.
4. Work with school administration and teachers to determine schedule of sessions.
5. Secure meeting space.
6. Educate other school professionals about *N-O-T*.
7. Plan recruitment strategies to get teens into the program.
8. Attend all sessions.
9. Provide special help in person or by telephone to participants with problems. Make referrals as necessary.
10. Make copies of handouts before each session (handbooks provided for facilitators).
11. Complete and submit evaluation data to your Lung Association contact person on a regular basis.

QUALIFICATIONS

1. Maintain a smoke-free lifestyle
2. Ability to facilitate a group of adolescents in a nonjudgmental, caring manner
3. Knowledge of nicotine addiction and difficulty in quitting.

TIME COMMITMENT/TRAINING:

1. Attend one-day facilitator training session.
2. Ability to facilitate 10 weekly sessions, and 4-optional booster sessions (bi-weekly)

BENEFITS:

1. The opportunity to help teens cut back or quit smoking and develop a healthy lifestyle.
2. The opportunity to participate in a national program that will support the mission and goals of the American Lung Association of Hawaii.

