



Description of Duties

Facilitator *Arkansas Study Circles Project*

Summary

A facilitator plays a critical role in establishing the productive, face-to-face dialogue that is the hallmark of study circle discussions. They ensure that what happens inside each group is consistent with the overall goals of a study circle program. The facilitator helps the participants engage with each other and the issue, and enables citizens to work together.

Duties

1. Participate in a one day Study Circle Facilitator/Recorder Training.
2. Prepare for each study circle session by reading the discussion guide and supplemental materials.
3. Attend all study circles sessions, on time. If for any reason you cannot be on time or if you will be absent from your study circle session, you must contact your local coordinator immediately so they can make accommodations.
4. Facilitate conversations without adding your opinion. You must remain neutral in your body language and words.
5. Use facilitation strategies learned in the training session to keep the conversation flowing, to gather ideas, and to make sure that all participants' voices are heard.
6. Contact your local coordinator immediately with any problems you may have.
7. Attend preparation or debriefing meetings called by your local coordinator.

Qualifications

- Commitment to work with diverse constituencies
- Excellent oral communication skills
- Able to listen well and “read” group dynamics
- Commitment to the time needed to complete the study circles process
- Past facilitation experience is helpful