

Group Facilitator Checklist

BEGINNING OF EACH SESSION

<input type="checkbox"/>	Meet with Senior Assistant to create an outline for the season and submit session plan to Coordinator/Director	
<input type="checkbox"/>	Set a weekly meeting with Senior Assistant to plan for the upcoming week	
<input type="checkbox"/>	Alert youth that the group will be starting. Send reminders the week before and the day before orientation. You can use Remind.org, text, or call them as needed.	Contact sheet for group should be up to date every season so youth that are NOT on remind can be contacted through their preferred method
<input type="checkbox"/>	Create/print/purchase all the necessary supplies needed to facilitate group for the week	

FIRST DAY OF GROUP

<input type="checkbox"/>	Update Contact Form	
<input type="checkbox"/>	Create group norms for the session	
<input type="checkbox"/>	Facilitate team building exercise	
<input type="checkbox"/>	Hand out session calendars to students	

GROUP DAY - BEFORE GROUP

<input type="checkbox"/>	Touch base with Senior Assistant to ensure that they feel comfortable and ready with the plan for the day	
<input type="checkbox"/>	Ensure that Senior Assistant has the sign-in sheet for the day	
<input type="checkbox"/>	Ensure that the room is available and arranged for group	
<input type="checkbox"/>	Set up technological equipment needed for group	
<input type="checkbox"/>	Send out a reminder message (text or remind) for group participants of start time	

GROUP DAY - AFTER GROUP

<input type="checkbox"/>	Ensure that the room is left clean and set-up for the next program	
<input type="checkbox"/>	Check-In with Senior Assistant and co-facilitator(s) to process how the group session went	
<input type="checkbox"/>	Ensure that Senior Assistant has entered attendance into & DYCD online	If Senior Assistant is absent the Facilitator should enter attendance
<input type="checkbox"/>	Ensure that Senior Assistant has contacted any participants who were absent	Text or call any absent students after each group session
<input type="checkbox"/>	Allow time for one-on-one meetings with young people	These meetings can be either pre-arranged or as based on need during group. Be sure to use the " Check In Guide "

END OF SESSION

<input type="checkbox"/>	Have participants complete Senior Assistant evaluation	
<input type="checkbox"/>	Have participants complete Facilitator evaluation	
<input type="checkbox"/>	Inform participants of the next session start date	