



WSU EXTENSION
Chelan/Douglas County



SUPPORTING CHILDREN THROUGH DIVORCE FACILITATOR APPLICATION

Name _____
First Middle Initial Last

Address _____

Mailing Address (if different from above) _____

Telephone: Home _____ Work _____ Cell _____

Email _____ Place of Employment _____

Qualifications: Master's or bachelor's degree in counseling, social work, education or a related field; and/or professional licenses in a related field; and/or experience as a seasoned trainer using an evidence based curriculum. A "lived" experience will also be considered.

Educational Background, Degrees Obtained, Licenses and Experience:

Why are you interested in becoming a facilitator for the Supporting Children Through Divorce Program?

What background/skills do you have regarding children and divorce issues or other related areas?

What experience do you have in teaching and working with adults?

Are you bilingual? Yes _____ No _____ If yes, in what language(s) _____

References: List two persons not related to you who have knowledge of your qualifications. I authorize contact with listed references.

Name _____

Day Phone _____

Email: _____

Name _____

Day Phone _____

Email: _____

I understand that misrepresentation or omission of facts requested in this application are cause for not being considered for employment as a WSU Extension Facilitator. If hired as a Facilitator, I agree to abide by the regulations and expectations of Washington State University Extension and to fulfill the responsibilities to the best of my ability.

Signature _____

Date _____

Please return the completed Facilitator Application and Facilitator Agreement by mail or email to::

WSU Douglas County Extension
Margaret Viebrock
Box 550
Waterville, WA 98858
Phone: 509-745-8531
Email: viebrock@wsu.edu

*A background check is mandatory unless you have background check documents from your place of employment.



Washington State University Chelan/Douglas County Extension Supporting Children Through Divorce Instructor Agreement

As an instructor for the Supporting Children Through Divorce - Parent Education Program, I agree to:

- Complete the Instructor Application and Agreement.
- Complete the new instructor training as required by WSU Extension.
- Be available and willing to teach classes as a Chelan County part-time temporary employee with a pay rate of \$30 per hour. Each class is 4 hours of instruction with breaks. Facilitators are paid for 6 hours which includes preparation time, arriving early, facilitating and finishing the class.
- Participate in annual instructor re-certification training.
- Abide by policies and guidelines of Washington State University Extension programs.
- The **WSU Supporting Children Through Divorce** program may not be used to promote or market personal business or service interests.
- Be professional, well informed and prepared, reliable and effective in the delivery of the **Supporting Children Through Divorce** program.
- Learn to operate the computer and audio/visual equipment used in teaching the classes.
- Respect confidentiality of class discussions.
- Use only the training material provided by WSU Extension when teaching.
- Provide education, not therapy, ministry, counseling or legal advice, when teaching classes.
- Cooperate with WSU Extension, teaching partners and other persons involved with the program including the on-site coordinator, class participants and security guards to provide the best possible learning experience for the audience.
- Assist with the program evaluation and complete required paperwork for teaching assignments.
- Maintain open communication with WSU Extension.
- Inform WSU Extension of unusual or questionable situations that may arise in class.

WSU Extension agrees to:

- Provide program leadership, training and educational materials to be used in conducting the **Supporting Children Through Divorce** parent education classes.
- Set educational tone and direction.
- Provide assistance, support and encouragement to instructors.
- Give recognition for time, energy and expertise devoted to the job.
- Pay instructors \$30 per hour.
- Be responsible for overall program content, leadership and coordination.

An instructor who fails to comply with any of these guidelines may be dismissed.

Accepted by:

Facilitator Signature

Date

Margaret Viebrock, Director
WSU Extension – Chelan and Douglas Counties

Date