PROJECTCONNECT

Staff Facilitator Description

The purpose of ProjectConnect is to build positive staff connection and community.

ProjectConnect is a staff-facilitated program model that helps small groups of 5-10 staff get to know each other and develop friendships. Staff Facilitators lead participants through a series of engaging questions and fun activities that have been shown to build closeness and connection.

Staff Facilitator Responsibilities

Staff Facilitators set a positive tone, lead meetings, and help coordinate the program, requiring approximately 1½–2 hours per week. Responsibilities include:

- Coordinate group logistics, spaces, and participant assignments.
- Promote the program through posters, announcements, social media, listservs, and outreach.
- Communicate regularly with participants to encourage engagement and remind them about meetings.
- Facilitate welcoming, inclusive group meetings and help participants connect.
- Monitor group dynamics and address concerns.
- Take attendance and follow up with absent participants.
- Participate in regular check-ins with ProjectConnect Advisors.
- Distribute and collect evaluations and required paperwork.

Staff Facilitator Requirements

ProjectConnect Facilitators are committed to building staff connection and community. They demonstrate strong interpersonal and facilitation skills, foster an inclusive and positive environment, are open-minded, and actively participate in the group experience. As staff leaders, they must be dependable, self-directed, collaborative, receptive to feedback, and committed to ongoing growth. **Facilitators must attend ONE virtual 5–6-hour certification training, in its entirety.**

Following training, Staff Facilitators are expected to run at least one ProjectConnect group during the spring semester and/or summer.