

Position Description

Position Title: Facilitator

Reports to: Team Leader & State Partnerships Manager

Position type: Casual

Overview

Facilitators are responsible for delivering Toolbox Education's suite of interactive, psychology-based workshops to students in Years 1–12. These workshops cover topics such as resilience, emotional regulation, managing anxiety, and conflict resolution.

The role involves presenting engaging, evidence-based sessions in schools across your city and surrounding regions. You'll work closely with a Team Leader, who provides ongoing supervision, feedback, and support for your development as a facilitator.

This is an excellent opportunity for current psychology students who want practical, hands-on experience applying what they're learning in their degree — while developing confidence, communication skills, and classroom management techniques that will serve you in any future psychology or education pathway.

Duties and Responsibilities

Facilitation

- Deliver 50–60 minute workshops to groups of 25–30 students (primary or high school).
- Arrive 30 minutes before the workshop start time to sign in at reception, meet the school contact, and set up the classroom.
- Participate in post-workshop debriefs with other facilitators and Team Leaders to share learnings and insights.
- Manage classroom energy and engagement using interactive tools, games, and discussions.
- Respond appropriately and safely to disclosures or wellbeing concerns that may arise in a workshop, reporting these to the school and completing Toolbox's Incident Report Form when necessary.

Training & Development

- Attend New Facilitator Training from 27–30 January (Semester 1 intake) or 13–16 July (Semester 2 intake), a 4-day in-person program where you'll learn Toolbox's workshop content, facilitation techniques, and performance expectations.
- Participate in ongoing training every school holidays, focusing on developing new skills, improving delivery, and learning updated content.
- Engage in regular supervision and feedback from your Team Leader to support your professional growth and ensure consistent workshop quality.

Availability and Scheduling

This is not a part-time job with fixed hours or 9–5pm shifts. Instead, facilitators are rostered based on school bookings.

- You are expected to commit at least 2 days of availability each week during the school term.
- Each school visit counts as a shift, with a minimum shift length of 2 hours (including setup and debrief).
- Depending on your experience and seniority, you may run multiple workshops at one school or across several schools in a day.
- Facilitators are expected to maintain clear communication about their availability and respond promptly to rostering updates.

Pay and Travel

- Hourly rate: \$33 per hour plus superannuation.
- Travel pay: \$0.98 per kilometre, return trip calculated from the city centre to the school, not from your home address.
- Payment covers facilitation time, preparation, debriefing, and approved travel.

Requirements

- Current psychology student (undergraduate or postgraduate).
- Must hold a valid driver's licence and have access to a car.
- Confident, energetic communicator who can engage groups of young people.
- Reliable, professional, and responsive to feedback.
- Available during school terms (Monday–Friday, 8am–3pm).