

Safe Space Facilitator Position Description

Description:

The Office of Lesbian, Gay, Bisexual, and Transgender Life relies on the help of volunteers to further its mission of creating “an affirming and just campus environment while supporting the development of students of all gender and sexual identities.” One of the key programs associated with that mission is the Emory Safe Space Program. This program advances Emory University's goal of enrolling the best and the brightest undergraduate and graduate students and providing exemplary support for them to achieve success. In order to achieve this goal, all members of the Emory community must have an awareness of the issues that impact the lesbian, same-gender-loving, gay, bisexual, trans, queer, and questioning communities; must have an established knowledge of these communities; and must engage in action that creates equity for these communities on and off campus. The Emory Safe Space Program provides a curriculum that raises awareness of issues; establishes a common knowledge of identity development and support resources; and supports engaged members of the Emory community in their daily work to create equity on and off campus.

Safe Space Volunteer Facilitators are faculty, staff, or students who are committed to the mission of the Office of LGBT Life. Facilitators ideally have past experience leading diversity workshop focusing on issues of social justice.

Qualifications:

- Volunteer facilitators must be affiliated with Emory University in one of the following ways:
 1. Full time faculty or staff member associated with Emory University or Emory Healthcare.
 2. Currently enrolled graduate or undergraduate student; undergraduate students must be current first or second year students.
- Volunteer facilitators ideally have past experience facilitating educational programs.
- Volunteer facilitators should have basic knowledge of sexuality and gender as it relates to identity development, laws and policies, and the implications for faculty, staff, and students in higher education.
- Volunteer facilitators should have a basic knowledge of how the intersections of class, race, sexuality, gender, age, ability, and religion impact the experiences of faculty, staff, and students in higher education.
- Volunteer facilitators should enjoy working in an engaged and energetic team.

Expectations:

- Training
 - Facilitators will be selected in the summer and must attend one general Safe Space session. This will provide new facilitators with the opportunity of viewing the training through the lens of the facilitator, focusing on the facilitators’ language, actions, and style.
 - A formal train-the-trainer daylong retreat will occur during the summer and include all current facilitators to address changes in the curriculum.
 - Continuing Education: All facilitators must be engaged in ongoing continuing education by attending any number of opportunities, including relevant professional conference

sessions and other programs coordinated by offices such as Office of Multicultural Programs and Services, the Center for Women, Studies in Sexualities, the Women's, Gender, and Sexuality Studies Department, Student Health and Counseling, etc.

- Meetings
 - Volunteers are required to attend all facilitator meetings. These meetings will occur no more than once per month and be no longer than one and a half hours in length.
 - Volunteers are required to meet with their co-facilitator prior to their assigned sessions to discuss roles, materials, questions, etc.
- Length of Service
 - Volunteers must commit 2 years of service to the program, renewable on an annual basis thereafter.
 - Volunteers must be willing to facilitate 2-3 trainings per semester in the fall and spring and 1 in the summer.
 - Volunteers may be asked to assist with the basic marketing of the program, but coordination of facilitators, participants, and materials will be completed by the Office of LGBT Life staff.

Benefits to Facilitators:

- Increased knowledge of sexuality and gender as it relates to identity development, laws and policies, and the implications for faculty, staff, and students in higher education
- Increased knowledge on how the intersections of class, race, sexuality, gender, age, ability, and religion impact the experiences of faculty, staff, and students in higher education
- Varied experiences to add to one's resume and/or curriculum vitae
- Increased facilitation skills
- Professional development for Emory faculty and staff
- Increased opportunities to become more involved with the Office of LGBT Life and to work as a team with the numerous people from across campus
- Increased insight to the multiple views and experiences of various Emory community members
- Increased and/or enhanced role in creating a more safe and just campus environment for Emory's faculty, staff, and students