



## PROJECT LEARNING TREE: FACILITATOR DESCRIPTION

Montana PLT Facilitators conduct PLT workshops in their region to train teachers and educators in the use of PLT guides. They train participants in the use of the curriculum guides in both classrooms and informal settings to promote and teach environmental and conservation education. Facilitators will be the local contacts for schools, youth organizations, etc. who want information on the program or want to attend a workshop.

### FACILITATOR RESPONSIBILITIES

- Attend required training session.
- ***Within one year of training:*** conduct a PLT professional development according to the guidelines in the facilitator handbook. Encouraged to do on PD per year.
- Promote and present the program information in your region to the best of your abilities.
- Complete and submit all necessary paperwork for workshops to the MT PLT Coordinator at MSU Extension Forestry.
- When possible, participate in facilitator events as part of annual training.

### QUALIFICATIONS

To adequately perform the above responsibilities, facilitators should:

- Be objective and knowledgeable in your presentation of the materials in environmental education.
- Preferred: Attend a workshop to receive the curriculum guides and use them in an educational setting.
- Represent the PLT program and MSU Extension Forestry in a professional manner.
- Be motivated and able to dedicate the time to organize and conduct workshops in your area.
- Have speaking and teaching skills adequate to conduct interactive, engaging workshops.
- Show enthusiasm in environmental and conservation education to inspire others to use the course materials.

### TRAINING

- All facilitators will be asked to submit an application for review.
- Potential candidates will be contacted to attend a training session where they will experience many activities from the curriculum guide. They will learn the history and objectives of the program, learn to conduct workshops, and explore methods of assisting teachers in using the materials.
- Once a facilitator has been trained, s/he will receive a certificate and be ready to conduct workshops. To remain in active status, certified facilitators must use their training and conduct a workshop each year or be otherwise involved with MT PLT.

### STIPEND

Facilitators may be eligible for a stipend paid to up to two facilitators who facilitate a workshop. Individuals may be eligible for up to ten stipends a year. Payment will be \$200 per full day or \$100 for a

half-day workshop. Payment will be processed upon completion of the workshop and documentation of participants is submitted to the coordinator. Individuals working on government payroll or who facilitate workshops as part of their regular duties are not eligible for the stipend.

**For an application or more information, please contact the state PLT Coordinator:**

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