

**Girls Incorporated
Of the Island City**

Job Description

JOB TITLES:	STEAM Program Facilitator (STEAM- Science, Technology, Engineering, Art, Math)
ACCOUNTABILITY:	Director of Elementary Programs
JOB DEFINITION:	The Program Facilitator is responsible for supervising the girl participants and facilitating programs offered by the organization. The position will focus on STEAM activities for elementary school girls in 4 th and 5 th grades. The Program Facilitator is open to exploring STEAM concepts with girls.
START DATE:	IMMEDIATELY

AREAS OF RESPONSIBILITY:

Organizational Mission

* Reflects the mission of Girls Inc. of the Island City in carrying out all aspects of the job: *strong, smart and bold.*

Principle Responsibilities

* Creates, plans and implements creative, engaging and hands-on STEAM activities based on the developmental needs of the girls.

* Supervises girls during program activities and field trips

* Assist girls in resolving conflict

* Maintains positive relations with all related constituents including girls, guardians, volunteers, and other program staff

* Communicates and coordinates activities with other staff

* Attends regular staff development, team meetings and trainings

* Works as a team member with Director of Elementary Programs and other Program Staff

- * Performs other duties as assigned
- * Works at five different school sites in Alameda to deliver programming
- *Register new members

QUALIFICATIONS:

- * Demonstrated experience in youth development
- *STEAM background preferred but not required
- * Experience working with diverse groups required
- * Strong communication skills in working with groups and individuals
- * Well-honed organizational skills with attention to detail
- * Strong interpersonal, public relations and oral/written communication skills
- * Must be able to work 1:45-6pm Mondays, Tuesdays, Thursdays, Fridays (12:45pm-6pm on Wednesdays and minimum days). Occasional weekends as needed.
- * Computer literacy with Windows (MS Office Word), Excel and desk top publishing
- * High school diploma, some college preferred

*Must be able to transport themselves to the five different Alameda school sites.

Hours of Work: Hourly position, 22.25 hours per week, 12 months per year, non-exempt.

Compensation: \$15 per hour

If you are interested in applying or would like to know more about this position, please contact Natalie Duarte, Director of Elementary Programs, at
nduarte@girlsincislandcity.org