

## Job Description

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JOB TITLES:	School Support Outreach Facilitator
ACCOUNTABILITY:	Outreach Coordinator and Director of Elementary Programs
JOB DEFINITION:	The School Support Outreach Facilitator is responsible for supervising the girl participants and facilitating programs offered by the organization. The position will focus on a variety of support programs (using Girls Inc. and other curriculum) for elementary school girls during the school day.
START DATE:	<b>IMMEDIATELY</b>

### AREAS OF RESPONSIBIITY:

#### **Organizational Mission**

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

#### **Principle Responsibilities**

- \* Creates, plans and implements age-appropriate activities for girls ages 6 to 12 based on the developmental needs of the girls
- \* Supervises girls during program activities and field trips
- \* Runs small group (10-12 girls) at each participating school site during school hours
- \* Works with school district staff to determine needs of each group and the best activities to run which will support the group's needs
- \* Management of classroom dynamics which includes: resolving conflicts, keeping group on task, fostering positive relationships, and time management
- \* Maintains positive relations with all related constituents including girls, guardians, volunteers, school administration/staff and other program staff
- \* Communicates and coordinates activities with other staff as necessary
- \* Attends regular staff development, team meetings and trainings

- \* Works as a team member with Outreach Coordinator and other Program Staff
- \* Participates in set-up, clean-up and decoration of site to adhere to school rules and make the space reflect Girls Inc. programming
- \* Performs other duties as assigned
- \* Works at multiple elementary school sites in Alameda to deliver programming
- \* Register new Girls Inc. of the Island City members

**QUALIFICATIONS:**

- \* Demonstrated experience in youth development and/or facilitation of activities with ages 6-12
- \* Experience working with diverse groups required
- \* Knowledge in a variety of subject matters, such as science, math, technology, sports, leadership and economics.
- \* 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 Monday through Friday during school day hours, approximately 9am-2pm. 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 different Alameda school sites.

**Hours of Work:** Hourly position, 25 hours per week, 12 months per year, non-exempt.

**Compensation:** \$15 per hour. Sick and Vacation time. Reduced or free childcare costs.

If you are interested in applying or would like to know more about this position, please send email to [giicjobs@gmail.com](mailto:giicjobs@gmail.com), please type “School Support Outreach Facilitator” as subject.