

## Job Description

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JOB TITLES: Science Program Facilitator

ACCOUNTABILITY: Girls Program Director

JOB DEFINITION: The Program Facilitator is responsible for supervising the girl participants and facilitating programs offered by the organization. The position will focus on science for elementary school girls in 4<sup>th</sup> and 5<sup>th</sup> grades

START DATE: **IMMEDIATELY**

### AREAS OF RESPONSIBILITY:

#### **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

\* 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 Program Director and other Program Staff

\* Participates in set-up, clean-up and decoration of site

\* 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
- \* 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 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, Girls Program Director, at [nduarte@girlsincislandcity.org](mailto:nduarte@girlsincislandcity.org)