



of the Island City

Job Description

JOB TITLE: Elementary Program Facilitator

ACCOUNTABILITY: Director of Elementary Programs

JOB DEFINITION: The Program Facilitator is responsible for supervising the girl participants and facilitating programs offered by the organization.

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 Director of Elementary Programs and other Program Staff

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

* Performs other duties as assigned



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*Participates in daily walking program to pick up girls from school sites and bring them back to the Girls Inc. Meyers Center (during school year)

*Register new members

*Take payments for current 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, literacy, health and wellness 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 (school year).

*Summer camp hours M-F 9-4pm (hours may change)

* Computer literacy with Windows (MS Office Word), Excel and desk top publishing

* High school diploma, some college preferred

Hours of Work: Hourly position, 20 hours per week, 12 months per year, non-exempt.

Compensation: \$16.50 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, nduarte@girlsincislandcity.org