



of the Island City

## Job Description

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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](mailto:nduarte@girlsincislandcity.org)