



of the Island City

## Job Description

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JOB TITLES: STEAM 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. The position will focus on STEAM (Science, Technology, Engineering, Arts and Math) subjects for elementary school girls in fourth and fifth grades.

START DATE: Immediately

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

\* 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:** \$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)