

## Job Description

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JOB TITLE: Teen Program Facilitator

ACCOUNTABILITY: Director of Teen Programs

JOB DEFINITION: The Teen Program Facilitator is responsible for supervising the teen participants and facilitating programs offered onsite and offsite by the organization.

START DATE: This position will start 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 teens ages 12 to 18 (6<sup>th</sup> to 12<sup>th</sup> grade) based on their developmental and social needs

\* Supervises teens during program activities and field trips

\* Assist teens in resolving conflict

\* Maintains positive relations with all related constituents including teens, guardians, volunteers, school personnel, 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. If offsite, reflects the Girls Inc. environment in temporary, portable decorations that respects the school setting.

\* Performs other duties as assigned

\* Participates in driving program to pick up teens from school sites and bring them

back to the Girls Inc. Meyers Center.

\*Register new members along with Teen Program Director

\*Take payments for members as directed by the Teen Program Director

**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 a flexible schedule based on schedules determined by schools. Occasional weekends as needed.

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

\* High school diploma, some college preferred

**Hours of Work:** Hourly position, 25 hours per week (40 in the summer for Eureka!), 12 months per year, non-exempt.

**Hourly Rate:** \$16.50

If you are interested in applying or would like to know more about this position, please contact Maria Tijerino-Lew, Director of Teen Programs, at [mtijerino@girlsincislandcity.org](mailto:mtijerino@girlsincislandcity.org) or 510-521-1743 ext. 208