

Job Description

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 (6th to 12th 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

* Must have a valid driver's license and a clean driving record.

* Comfortable driving a 12-passenger van

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

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 or 510-521-1743 ext. 208