



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: July 31, 2023

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

* 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

* Performs other duties as assigned

*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, *rain or shine*)



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QUALIFICATIONS:

- * Preferred experience in youth development (some examples are youth summer camps, after school programs, etc.)
- * Knowledge in a variety of subject matters, such as science, math, technology, sports, leadership, literacy, health and wellness and economics.
- * Communication skills in working with groups and individuals
- * Well-honed organizational skills with attention to detail
- * Interpersonal, public relations and oral/written communication skills
- * Must be able to work 1:45-6pm Mondays, Tuesdays, Thursdays, Fridays (11:30am-6pm on Wednesdays and minimum days). Occasional weekends as needed (school year).
- * Summer camp hours M-F 8-4pm (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, 23-24 hours per week, 12 months per year, non-exempt.

Compensation: \$19.60 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