

Job Description

JOB TITLE: Teen Program Coordinator

ACCOUNTABILITY: Director of Programs

JOB DEFINITION: The Teens Program Coordinator is responsible for creating and implementing effective programming for middle and high school girls according to the Girls Inc National key focus areas. Coordinator will be responsible for daily operations and logistics, and provide direct service to teens that attend on and off- site programs during the school year and summer.

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

- *Using research, best practices and evidence-based curricula, establishes new middle school programming with guidance from the Director.
- *Leads established social-emotional small groups for girls at the middle and high schools
- * Plans and implements age-appropriate activities for middle and high school teens based on their developmental needs
- *Communicates and coordinates school year programming
- * Works with the principals, school site counselors and others members in the community
- * Handles all aspects of program registrations
- *Works directly with Director of Programs on special projects, workshops and career development

*Maintains positive relations with all related constituents including school and district staff, teens, guardians, volunteers, and other program staff.

*Attends regular staff development, team meetings and trainings

*Ensures appropriate set-up, clean-up and decoration of site is being adhered to

*Attend regular district, and occasional school meetings as the Girls Inc. of the Island City representative. Share appropriate information with outreach facilitators and CEO as needed

*Work occasional evenings and weekends as needed.

*Performs other duties as assigned

QUALIFICATIONS:

*Bachelor's Degree preferred; 3 years' relevant experience may be substituted for degree

*2 years minimal experience in youth development, specifically with Middle and High school aged youth

*Dynamic personality and demonstrates innovative ideas and execution.

*Self-starter and able to work independently

*Experience working with diverse groups preferred

*Well-honed organizational skills with attention to detail

*Strong interpersonal, public relations and oral/written communication skills

*Computer literacy with Windows (MS Office Word), Excel and desktop publishing

*Must have valid driver license

Hours of Work: Hourly position, 40 hours per week, 12 months per year, non-exempt.

Compensation: \$27.00 per hour

If you are interested in applying or would like to know more about this position, please contact Natalie Duarte, Director of Programs, nduarte@girlsincislandcity.org