

**TITLE:** **Program Facilitator**

**CLASSIFICATION:** **Full-Time Exempt** Salary Range \$35,000 - \$38,000

### PRIMARY FUNCTION/PURPOSE

The function of the Program Facilitator is to plan and implement Girls Inc. programs during the school day as well as out-of-school time including but not limited to holiday, spring break, and summer camps, after-school clubs, as well as weekend and evening workshops. The Program Facilitator also develops and implements new workshops, conduct presentations, and organizes promotional events related to the Girls Inc. mission of “Inspiring all girls to be strong, smart, and bold”.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create, organize, and administer programs for girls ages 6 – 18, ensuring that all activities contribute to The Girls Inc. Experience, equipping girls to navigate gender, economic and social barriers and grow into healthy, educated and independent adults.
- Explores changing interests and developmental needs of girls to keep up to date with changing patterns. Elevates girl voices in the development of programs and activities.
- Develop and implement complimentary programming, workshops, and events for Girls Inc. participants in conjunction with community partners, schools, grants, and special events.
- Ensure participant data is collected and in partnership with the Communications and Data Coordinator and makes sure information is entered into multiple databases including Compass 360, Excel Spreadsheets, grant specific databases, etc.
- Maintain Girls Inc. participant files; charting programs attended, contact information, progress, delays, contact time and other vital information as needed or required.
- Observe, record, and report significant individual and group behavior.
- Engage school principals, teachers and other staff as partners through relationship building and collaborative decision-making processes.
- Work in partnership with schools to recruit girls for programs
- Assist with community and school fairs as well as special events and programs.
- Communicate and cooperate with agency partners, staff, volunteers, and clients in a respectful and effective manner.
- Represent the agency in the community and in professional organizations and groups.
- Be consistent and reliable with punctuality and attendance. Ensure communication with Program Manager and/or Program Director when attendance, participation, and plans change.
- Ensure the safety of Girls Inc. participants during field trips and special events.
- Manage the administration of evaluation tools including national and local outcome surveys, the Developmental Assets Profile, National Girls Inc. Outcome Survey, and other grant specific questionnaires.
- Demonstrates strong commitment to meeting the needs of our customers (children, community members, co-workers, donors, managers and volunteers), in a friendly, outgoing and professional manner
- Serve as a Professional Asset Builder for youth and become proficient in the Search Institute’s Developmental Relationships Framework
- Develops a deeper understanding of restorative practices to elevate the critical role of developmental relationships with the girls involved with Girls Inc.
- Become knowledgeable about trauma and Adverse Childhood Experiences (ACEs) and be able to use tools to create a trauma-informed environment.
- Complete additional projects and responsibilities as assigned.

## REQUIREMENTS

- Bachelor's Degree, with courses in education, recreation, psychology, sociology preferred. Special consideration may be given for equivalent experience and personal qualifications in lieu of a degree.
- **Bilingual, Spanish preferred**
- Experience in youth work or related field which includes some experience in conducting group sessions, administration, curriculum design, and community relations.
- Ability to communicate with children and foster their involvement and participation in program planning, problem solving, and decision making.
- Ability to coordinate a multi-faceted program, and inspire, stimulate, encourage creativity and innovation.
- Strong ability to be flexible and adapt easily to change.
- Skill in working with a diversity of people; ability to facilitate cooperative work with colleagues, students, volunteers.
- Sensitivity to the individual and group needs of children and families
- Sufficient maturity and judgment to function in crisis
- Ability to seek supervision and use it constructively
- Ability to have a joyful approach to children, adolescents and families of diverse cultures
- Must maintain current and valid driver's license and provide proof of automotive liability insurance
- Must have access to reliable and safe transportation and have a willingness and ability to use personal vehicle for work activities
- **Must be comfortable driving a 15-passanger van** and transporting children during field trips, for events, and other special activities
- Ability to perform program specific physical activities
- Maintain high levels of enthusiasm and encouragement for populations served.

## DESCRIPTION OF THE WORKING ENVIRONMENT

- Work environment is the Girls Inc. office; however, some work assignments are completed outside of an office setting, including program outreach sites and special event locations
- **Weekend and evening work is required.**

## DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIP

Supervisor: Associate Program Director OR Program Manager

Supervises: Interns and Volunteers as needed

**To apply, send cover letter and resume to:**  
Sherry Cook, Program Director [scook@girlsincsa.org](mailto:scook@girlsincsa.org)