

<b>Job Title:</b>	<b>PROGRAM FACILITATOR – Part-Time</b> <b>**afterschool hours (2pm – 6pm) and Saturdays (9am -4pm)</b>		
<b>Position Type:</b>	Part-Time Non-Exempt	<b>Will Train Applicant(s)</b>	Will Train Applicant(s)
<b>Location:</b>	Girls Inc. of San Antonio Campus 2214 Basse Rd. San Antonio, TX 78213  *off-site at school and community partner locations	<b>Organizational Relationship:</b>	<b>Reports to:</b> Manager, Director or as designated <b>Directs:</b> N/A <b>Other:</b> Works cooperatively with all staff and volunteers to accomplish mission, goals, objectives and performance measures of the program and agency.
<b>Pay Range:</b>	\$16.00 - \$20.00 PER HR	<b>Posting Expires:</b>	When filled
<b>Employment Benefits:</b>	Part-time employees do not receive health benefits or paid time off.		
<b>APPLICATION PROCEDURE</b>			
Submit resume, the names of three references, and cover letter indicating interest and qualifications to <a href="mailto:jobs@girlsincsa.org">jobs@girlsincsa.org</a> . Subject Line: Program Facilitator - PT Hiring Coordinator: Sherry Cook, COO <a href="mailto:scook@girlsincsa.org">scook@girlsincsa.org</a> 210-298-5862			
<b>ORGANIZATION OVERVIEW</b>			
Girls Inc. of San Antonio’s mission is to inspire all girls to be strong, smart, and bold. Since our founding in 2004, we have programs that support the unique needs of girls and young women from kindergarten to career. All programs are developmentally appropriate, supporting girls’ changing needs as they grow. Ensuring that all program delivery is culturally sensitive and in alignment with social determinants of health through a trauma informed care lens as defined by the agency. We empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. from behavioral health and wellness support in elementary and secondary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of San Antonio’s operating budget is \$2M with 20+ staff located in the Harvey E. Najam Girls Inc. Center and in more than 45 schools and partner organizations across Bexar County.			
<b>JOB SUMMARY</b>			
The function of <b>the Part-Time Program Facilitator</b> is to provide direct services to the community, implementing Girls Inc. programs during in- school and out-of-school (OST) time including but not limited to school holidays, spring break, summer camps, after-school clubs, to include weekend and evening workshops. The Program Facilitator is the key relationship builder with the schools, girls, families, and community partners we serve. Direct service includes learning Girls Inc. and partner curriculum, delivering small/ large group activities, workshops, presentations, retreats, planning field trips and organizing guest speakers. Ensuring that all program delivery is culturally sensitive and in alignment with social determinants of health through a trauma informed care lens as defined by the agency.			
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Explores changing interests and developmental needs of girls to keep up to date with changing patterns and ensures participant voices inform the development of programs and activities.</li> <li>• Develop and implement complimentary programming, workshops, and recruitment events in conjunction with community partners, schools, grants, and special events.</li> <li>• Ensure participant data is collected, submitted, and entered multiple databases including Compass 360, Excel Spreadsheets, and grant specific databases.</li> <li>• Maintain Girls Inc. participant files; charting programs attended, contact information, progress, delays, contact time and other vital information as needed or required.</li> <li>• Observe, record, and report significant individual and group behavior.</li> </ul>			

## ESSENTIAL DUTIES AND RESPONSIBILITIES, CONT.

- Engage school principals, teachers, and other points of contact as partners through relationship building and collaborative decision-making processes.
- 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.
- Learn the safety procedures for all program delivery spaces and ensure the safety of Girls Inc. participants during programs, field trips and special events.
- Manage the administration of program evaluation tools including national and local outcome surveys, National Girls Inc. Outcome Survey (SSBOS), and other grant specific questionnaires.
- 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.

## REQUIRED EDUCATION AND EXPERIENCE

- 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.
- 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.
- Proficiency in the use of computers for: word processing, databases, spreadsheets, e-mail, internet.
- Ability to coordinate a multi-faceted program, and inspire, stimulate, encourage creativity and innovation.
- Strong ability to be flexible and adapt easily to change.
- Proven ability to set priorities and work with minimal supervision.
- Ability to seek supervision and feedback and use it constructively.

## ADDITIONAL ELIGIBILITY QUALIFICATIONS/REQUIREMENTS

- Bilingual ability in English and Spanish preferred
- A willingness to follow the philosophy of Girls Inc. and operate as a team player.
- Must have skills in relationship building; be sensitive to cultural differences; have enhanced competencies when working with families, volunteers, and staff from various backgrounds.
- Participate in required training including but not limited to Child Abuse Prevention and Reporting and Emergency Preparedness and Environmental Safety. Employees may be assigned by their department as a key/essential staff level function during critical events or for the purpose of sustaining business continuity.
- Must have reliable transportation, maintain current and valid driver's license, and provide proof of automotive liability insurance
- Must be comfortable driving a 15-passanger van and transporting children during field trips, for events, and other special activities
- Must be able to pass drug screening, criminal and driving background check

## SUPPORT THE GIRLS INC. VISION, MISSION & VALUES

**Vision:** Empowered girls in an equitable society

**Mission:** To inspire all girls to be strong, smart, and bold

- Organizational Values:**
- Support the strength in every girl
  - Care and Concern for the well-being of others
  - Appreciate diversity, embrace inclusiveness, and advance equity
  - Results anchored in integrity and accountability
  - Collaborate for impact

## COMPETENCIES

- Ethical Decision Making: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Relationship Builder: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization. Serve as a Professional Asset Builder for youth and become proficient in the Search Institute's Developmental Relationships Framework
- Culturally Competent: Ability to work effectively with youth and adults from various cultural, linguistic, socio-economic, cognitive social-emotional and education statuses.
- Trauma Informed: Become knowledgeable about trauma and Adverse Childhood Experiences (ACEs) and be able to use tools to create a trauma-informed environment. Ensuring that all program delivery is culturally sensitive and in alignment with social determinants of health through a trauma informed care lens as defined by the agency.
- Communicate Effectively: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Lead: Positively influence others to achieve results that are in the best interest of the organization
- Self-Starter: Takes initiative to solve problems, launch projects, continuously learn, and improve the organization.
- Make Decisions: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- Plan: Determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

## DESCRIPTION OF THE WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

While performing the duties of this job.

- Employees must be able to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk and hear, and taste or smell.
- Employees are regularly required to sit, work on computer; think clearly, and communicate effectively
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust your focus with good hand-eye coordination.
- Maintain emotional control under stress and work with interruptions and deadlines
- Employees must occasionally lift or move up to 50 pounds.

## ENVIRONMENTAL FACTORS

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.) Occasional exposure to weather related conditions when working in outside environment, neighborhoods, and events.

## TRAVEL

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

## TIMES WORK WILL BE PERFORMED

This is a part-time position. The agency's hours of operation are extended and non-traditional and may vary based on office and program location and/or stakeholder requirements. Employees are asked to work the schedule that is best suited to the achievement of deliverables and stakeholder/funder requirements based on the agency's business hours, or as required by stakeholder and contractual requirements.

- Assigned work hours may change as the needs of the agency change.
- Prior approval from supervisor is required for overtime.
- Physical on-site presence, including regular attendance and punctuality, is an essential function of this position. Any changes or adjustments to your assigned work schedule or shift hours must be approved by your supervisor in advance.

Employees who work in an exempt position are paid on a salaried basis and are not entitled to overtime pay. **This position requires weekend work.**

## EQUAL OPPORTUNITY EMPLOYMENT

Girls Inc. of San Antonio is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of San Antonio is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, political belief, religion, color, disability, national origin, ancestry, physical or mental disability, family medical history or genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

Girls Inc. of San Antonio employees are also protected against retaliation. Consistent with federal laws, acts of retaliation against an employee who engages in a protected activity, whistle blowing, or the exercise of any appeal or grievance right provided by law will not be tolerated. Girls Inc. of San Antonio managers and supervisors are also reminded of their responsibility to prevent, document, and promptly correct harassing conduct in the workplace.

## OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. Duties, responsibilities, and activities may change at any time with or without notice. Nothing in this job description forms or is intended to form a contract of employment.

I have read and understand the requirements of my position with Girls Inc. of San Antonio

Employee:	Print Name:	Signature:	Date
Supervisor:	Print Name:	Signature:	Date