

Job Description

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| JOB TITLES: | School Support Outreach Facilitator |
| ACCOUNTABILITY: | Outreach Coordinator and Director of Elementary Programs |
| JOB DEFINITION: | The School Support Outreach Facilitator is responsible for supervising the girl participants and facilitating programs offered by the organization. The position will focus on a variety of support programs (using Girls Inc. and other curriculum) for elementary school girls during the school day. |
| START DATE: | IMMEDIATELY |

AREAS OF RESPONSIBIITY:

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
- * Runs small group (10-12 girls) at each participating school site during school hours
- * Works with school district staff to determine needs of each group and the best activities to run which will support the group's needs
- * Management of classroom dynamics which includes: resolving conflicts, keeping group on task, fostering positive relationships, and time management
- * Maintains positive relations with all related constituents including girls, guardians, volunteers, school administration/staff and other program staff
- * Communicates and coordinates activities with other staff as necessary
- * Attends regular staff development, team meetings and trainings

- * Works as a team member with Outreach Coordinator and other Program Staff
- * Participates in set-up, clean-up and decoration of site to adhere to school rules and make the space reflect Girls Inc. programming
- * Performs other duties as assigned
- * Works at multiple elementary school sites in Alameda to deliver programming
- * Register new Girls Inc. of the Island City members

QUALIFICATIONS:

- * Demonstrated experience in youth development and/or facilitation of activities with ages 6-12
- * Experience working with diverse groups required
- * General knowledge and an interest to learn about 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 Monday through Friday during school day hours, approximately 9am-2pm. Occasional weekends as needed.
- * Computer literacy with Windows (MS Office Word), Excel and desk top publishing
- * High school diploma, some college preferred
- * Must be able to transport themselves to the different Alameda school sites.

Hours of Work: Hourly position, 25 hours per week, 12 months per year, non-exempt.

Compensation: \$16.50 per hour. Sick and Vacation time. Reduced or free childcare costs.

If you are interested in applying or would like to know more about this position, please send email to giicjobs@gmail.com, please type “School Support Outreach Facilitator” as subject.