



ELEMENTARY PROGRAM FACILITATOR: Alameda Island Kids and Girls Program

[Girls Inc. of the Island City](#) has been serving children and families in the city of Alameda since 1964. Our mission is to inspire all girls to be strong, smart, and bold and to engage youth in creating a more equitable society. We achieve this mission through innovative research-based Girls Programs for girls and gender expansive youth ages 6-18, and Alameda Island Kids after school program for any child attending our partner Alameda Unified elementary schools. With a strong history in Alameda, Girls Inc. of the Island City is a local affiliate of the national Girls Inc. organization. We embolden our participants to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams.

Girls Inc. of the Island City delivers an in-school social emotional learning program to girls in nearly a dozen Alameda Unified School District schools; at our home campus the Meyer's Center, we offer a daily after school program and summer camps for K-5th girls, and school break camp for all children. Girls Inc. teen programs include summer camps, Eureka! for girls interested in STEM, and ongoing workshops. Alameda Island Kids serves children in five Alameda elementary schools. In total we engage over 1,000 youth annually. The operating budget is \$3M, with nearly 40 full-time and part-time staff.

Position Summary

The Elementary Program Facilitator collaborates with a team to enhance the learning and development of grades K-5 youth participants in our two after school programs: the Girls Program (located at the Meyers Center) and at Alameda Island Kids (located at five AUSD elementary schools). Most Facilitator positions are part-time; a few are full-time.

The Facilitator supervises elementary participants, leads programs and activities, and contributes to the overall success of the after-school program. All staff are expected to embody the mission of Girls Inc. in carrying out all aspects of the job.

Key Responsibilities

- Create, plan and implement age-appropriate lesson plans for all youth grades K through 5 based on developmental needs and conducive to student learning
- Work effectively with students and assist with behavior management, positive discipline, interpersonal actions, and act as a mentor
- Independently manage a group of 14-20 students in planned activities and/or free play
- Lead supportive environments that are safe, healthy and inclusive; both mentally and physically
- Create and maintains positive relations with all youth, team members, families, volunteers and school administrative staff
- Actively engage in regular staff development, team meetings and trainings
- Lead with a proactive, solutions-driven approach to challenges and opportunities
- Perform other duties as assigned

Qualified Candidates Demonstrate

- Deep commitment to youth development and expanded learning
- Resonates with the Girls Inc.'s mission and vision
- 2 to 3 years of experience in youth development and expanded learning (i.e. youth summer camps, after school programs, childcare programs, etc). Preferred.

- Adaptable knowledge across multiple content areas—including Arts, STEM, Social Emotional Learning, Leadership, Literacy Enrichment, and Health and Wellness—with the ability to translate these topics into engaging, developmentally appropriate learning experiences for youth.
- Demonstrates strong leadership within the program, taking initiative and approaching responsibilities with a proactive, go-getter mindset.
- Flexible, open to learning, and receptive to coaching in order to grow and support program success.
- Possess strong oral and written communication abilities that support program success
- Proficient in Google Suite (Calendar, Docs, Sheets, Slides, Forms, Drive) and the ability to use digital tools to support instruction, communication and day-to-day program operations.
- Must have completed at least 12 college units in Early Childhood Education, Education, Psychology, or Sociology. A degree in a related field is preferred.
- Must be 18 years of age or older and legally authorized to work in the United States.

Position Logistics: Three Positions Available

<p>Girls Program Part-time (Non-Exempt) Reports to the Director of Girls Programs</p> <p>Regular hours are:</p> <ul style="list-style-type: none"> ● Mon, 1pm-6pm ● Tues, 1pm-6pm ● Wed, 11:30am-6pm ● Thur, 1pm-6pm ● Fri, 1pm-6pm <ul style="list-style-type: none"> ● All staff walk to pick up girls from school sites and bring them back to the Girls Inc. facility; rain or shine <p>Questions? Contact Director of Girls Programs Natalie Duarte, nduarte@girlsincislandcity.org</p>	<p>Alameda Island Kids Part-time (Non-Exempt) Reports to AIK Site Director</p> <p>Regular hours are:</p> <ul style="list-style-type: none"> ● Mon, 2pm-6pm ● Tues, 2pm-6pm ● Wed, 11:30am-6pm ● Thur, 2pm-6pm ● Fri, 2pm-6pm <p>Questions? Contact AIK Director Utronda Wilson, uwilson@girlsincislandcity.org</p>	<p>Alameda Island Kids Full-time, Split-Shift (Non-Exempt) Reports to AIK Site Director</p> <p>Regular hours are:</p> <ul style="list-style-type: none"> ● Mon, 7am-8:30am and 1pm-6pm ● Tues, 7am-8:30am and 1pm-6pm ● Wed, 7am-8:30am and 11:30am-6pm ● Thurs, 7am-8:30am and 1pm-6pm ● Fri, 7am-8:30am and 1pm-6pm <p>Questions? Contact AIK Director Utronda Wilson, uwilson@girlsincislandcity.org</p>
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For All Three Positions

- Compensation: \$26.40/hour (as of July 1, 2026)
- Occasional weeknights or weekends as needed
- The Wednesday schedule also applies to early release days and days when Girls Inc training has been scheduled. (Most Trainings are on Fridays). These dates will be provided in July or upon hire.
- Staff must be able to do physical tasks such as setting up tables and chairs, lifting supplies and or boxes, and daily program clean up
- Staff must pass a Livescan/Background Check
- Paid Time Off: Vacation, Sick and Holiday
- Full Time staff also receive Health, Dental and Vision Insurance; retirement contributions after one year of service
- Cellphone Reimbursement
- Option for Summer Camp work, when available

To apply for any of these positions, send a cover letter and resume to careers@girlsincislandcity.org.

GIRLS INC. OF THE ISLAND CITY IS AN EQUAL OPPORTUNITY EMPLOYER