**Job Description / Announcement  
Position: Coding Club** **Program Facilitator – P/T**

**Girls Incorporated®**

**of Long Island**



**Inspiring all girls**

**to be strong,**

**smart, and boldSM**

**Responsible to:** Program Coordinator and Operations Manager

**Location:** Central Islip High School, 5-6 hours each week **(must have car and be able to travel)**

**ORGANIZATION:** Girls Inc. of Long Island inspires all girls to be strong, smart, and bold through life-changing programs and experiences that help girls navigate gender, economic, and social barriers. Research-based curricula, delivered by trained, mentoring professionals in a positive all- girl environment equip girls to achieve academically; lead healthy and physically active lives; manage money; navigate media messages; and discover an interest in science, technology, engineering, and math. Learn more about our programs and advocacy at www.girlsincli.org.

**Summary:** The Coding Club Facilitator ensures that programs and curricula are delivered in a thoughtful effective manner to engage and excite girls; prepares and teaches age appropriate programs/curricula, using coding curriculum as a cornerstone and supplementing with research-based, experiential curricula/programs/activities.

**The curriculum includes 6 hands-on, interactive challenges to be completed within the school year**. **The lead facilitator will track attendance and coding submissions and record observations. Training on Girls Who Code curriculum will be provided. The lesson plans include links to all lectures, group codes, activities, and assignments.**

**Responsibilities:**

* Plans, prepares and teaches coding club age appropriate programs/curricula
* Creates lesson plans and lesson plan summaries weekly; submits lesson plans and lesson plan summaries to the Program Coordinator. Provides statistics, pre- and post-test results, outcomes, and other data to Program Coordinator and Executive Director.
* Serves as a role model for girls, other staff and volunteers, maintaining a high level of professionalism and attention to quality in all aspects of program delivery and work in general.
* Seeks to maintain high positive outcomes and program/concept comprehension from girls. Modifies, tweaks and retools teaching techniques and lessons, providing individual and small group assistance if necessary to improve outcomes and increase girls’ understanding of concepts and lessons.
* Remains current on issues related to girls and children.
* Operates within an approved budget and in accordance with the policies and procedures of Girls Inc.
* Participates in staff meetings and conferences to share ideas and concerns and works collaboratively with other staff to meet agency and program area goals.
* Acts as resource for staff about issues for this age group.
* Upholds and enforces rules and safety regulations

**Work Schedule:**

* 5-6 hours per week. Wednesdays and Thursdays from 2:00-4:00pm (1-2 paid hours paid for prep time)
* Salary: $15/hr
* School year with possibility of some summer programming (1 week coding immersion, 5 hours each day)

**Qualifications:**

* BA Preferred or in progress toward a degree.
* Have taken equivalent of 3 college level computer science courses. Graphic design, web design, and UX design are not considered computer science, however, should a graphic designer also have the necessary CS knowledge, they are welcome to apply
* Reliable transportation required

**Preferred Qualifications:**

* Teaching skills and/or experience
* Technologically proficient and creative
* Experience working with girls ages 15-18
* Preference will be given to bilingual candidates

Please send cover letter and resume to Barbara Joy Beatus, Operations Manager at bjbeatus@girlsinclongisland.org

**Women of Color highly encouraged to apply.**