

Girls Inc. of Long Island is seeking Program Facilitators to serve in our after-school programming in school districts throughout Long Island, with the goal of inspiring and empowering girls to become strong, smart, and bold.

Reports to: Program Coordinator and Program Manager

Location: Various Sites throughout Suffolk County and/or Nassau County

Job Type: Part-time (Up to 20 hours per week)

Salary: \$17.00 /hour

Work Schedule:

- Up to 20 hours per week depending on employee availability, facilitating 2-5 sites
- Afternoon availability on scheduled programming days (approx. 1:30pm and later) with occasional evenings & weekends
- Hours split between school sites and office in Deer Park/remote
- School year calendar, with work beginning October and ending in June with possibility of summer programming

Summary: The Program Facilitator position requires the ability to effectively deliver Girls Inc. programs for girls in Nassau and Suffolk Counties. The Girls Inc. curriculum covers a range of topics across the Girls Inc. core essential services of Healthy Living, Academic Enrichment and Support, and Life Skills. In addition, the position supports the organization's program and outcomes evaluation strategy.

The position requires regular travel to and from the program locations and requires the employee to transport program materials to each site, as well as spend time in the office or remotely for program planning/preparation. Due to COVID-19, programming may take place virtually, and therefore requires the person to have knowledge and ability to operate various video conferencing platforms such as Zoom.

Responsibilities:

- Prepare for and facilitate programming to girls in groups of 15-25 and between the ages of 10-18, both in-person and virtually
- Using Girls Inc.-provided curricula, create program plans that are interactive, hands-on, engaging, and exposes girls to a wide variety of experiences
- Help preserve group norms & maintain classroom management; create a safe space atmosphere for girls; upholds and enforces safety regulations.
- Attend monthly staff meetings/trainings and work in collaboration with Girls Inc. staff to share ideas and concerns to meet program goals
- Complete all paperwork related to administrative and reporting responsibilities; Maintain

curriculum plans and schedule for each program; track attendance in support of program evaluation

- Serve as a role model for girls, staff, and volunteers - maintaining a high level of professionalism and attention to quality in all aspects of program delivery and work
- Supervise program participants during field trips and special events
- Remain current on issues related to girls and children
- Act as resource for staff about issues for this age group

Qualifications:

- Experience working with youth in a group setting
- Ability to inspire, stimulate & support self-empowerment among girls
- Reliable transportation with valid driver's license
- Technologically proficient and creative
- Punctual & communicative

Preferred Qualifications:

- Bilingual/Spanish Speaking
- Adaptable and flexible attitude
- Education, Social Work, Psychology, or Humanities Majors encouraged to apply

TO APPLY:

Submit a brief letter of interest along with your resume to **Susan Dunbar, Program Manager**, at sdunbar@girlsinclongisland.org. For any questions and/or concerns, contact us at **(631) 940-3730**.

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 as well as explore career paths. Learn more about our programs and advocacy at www.girlsincli.org.