



of Long Island

## Girls Inc. of Long Island: Program Facilitator, Job Description

[Girls Inc. of Long Island](#) is seeking Program Facilitators to lead after-school programming in schools throughout Long Island, with the goal of inspiring and empowering girls to become strong, smart, and bold. School programs take October through June.

In particular need are Program Facilitators who can easily travel to and from eastern and mid-Nassau County.

**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:** \$18.00 /hour

### Work Schedule:

- Up to 20 hours per week depending on employee availability, facilitating 2-5 sites
- Afternoon availability on scheduled programming days (approx. 2:00-5:00 PM) with occasional evenings & weekends
- Hours split between school sites (programming duties) and office in Deer Park/remote (administrative responsibilities)
- School year calendar, with work beginning October and ending in June with possibility of summer programming

Program Facilitators require the ability to effectively deliver Girls Inc. programs for girls in grades 5-12 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 (Strong, Smart and Bold). The position supports the organization's program and outcomes evaluation strategy.

The position requires regular travel to and from the program locations at public schools and requires the employee to transport materials to each site, as well as complete all required program planning and administrative duties. Programming takes place in-person, but also virtually as needed; candidates should have the technical knowledge and ability to operate various online platforms - Zoom and GoogleMeet and/or MS Teams.

### Responsibilities:

- Prepare for and facilitate programming to girls in groups of 15-25 and between the ages of 10-18 (grades 5-12) in-person, and virtually as needed
- Using Girls Inc.-provided curricula, create program activity 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 & trusted atmosphere for girls; uphold and enforce safety regulations

- Attend bi-weekly staff meetings/trainings and work in collaboration with Girls Inc. staff to share ideas and concerns to meet program goals
- Complete all paperwork & photo documentation 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 - maintain 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 adolescents
- Act as resource for staff about issues for this age group

**Qualifications:**

- Experience working with youth and teens 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
- Social Work, Psychology, Education, Public Health, Women's Studies, or Humanities Majors encouraged to apply, although not required

**TO APPLY:**

Submit a brief letter of interest along with a resume to **Susan Dunbar, Program Manager** at [sdunbar@girlsinclongisland.org](mailto:sdunbar@girlsinclongisland.org). For questions and/or concerns call **(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](http://www.girlsincli.org).*