



of Long Island

PROGRAM FACILITATOR: FULL-TIME

Girls Inc. of Long Island Program Facilitators implement Girls Inc. programming... with the goal of inspiring girls to be strong, smart, and bold!

About:

Girls Inc. programs cover a range of topics that support our essential services of Healthy Living (Strong), Academic Enrichment (Smart), and Life Skills (Bold). Curriculum addresses relevant issues facing girls, including but not limited to: healthy/toxic relationships, social media, navigating school, bullying, financial literacy, goal-setting, advocacy, career exploration, and more. Provided curriculum and activities are research-based, intentional, interactive, and expose girls to a wide variety of experiences

Program Facilitators deliver Girls Inc. programs by working directly with teen girls at the middle school and high school levels in grades 6-12 (ages 11-18), and in groups of 15-25 girls.

Facilitators support the organization's program and outcomes evaluation strategy.

The position requires regular travel to and from assigned program locations and requires the employee to transport materials to each site, as well as complete all required program planning and administrative duties.

Viable candidates must have demonstrated experience working with groups of youth, ages 10+, in a professional setting.

Reports to: Program Coordinators and Program Manager

Location: As Assigned, Various Sites throughout Suffolk County and/or Nassau County

Job Type: Part-time, 20 hours per week

Salary: Full-Time Hourly through July 31, \$20.00 /hour

Work Schedule:

- 40 hours per week with very occasional weekend events
- Hours split between school sites (programming duties) and office in Deer Park (administrative responsibilities)
- Monday-Friday, 9:00am - 5:00pm

Responsibilities:

- Facilitate 5 afterschool programs weekly: Prepare for and facilitate in-person programming to middle and/or high school girls in groups of 15-25
- Using provided curricula, create and tailor program activity plans that are intentional, interactive, engaging, and exposes girls to a wide variety of experience;
- Preserve group norms & maintain classroom management; create a safe space &

trusted atmosphere for girls; uphold and enforce safety regulations

- Database management
- Assist with content creation for social media and marketing (ie: captions, flyers, etc)
- 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

Qualifications:

- Must have experience working with youth/teens, ages 10+, in a professional setting
- Ability to inspire, stimulate & support self-empowerment among girls
- Punctual
- Communicative
- Reliable car transportation with valid driver's license
- Adaptable and flexible attitude
- Technologically proficient

TO APPLY:

Submit a brief letter of interest along with a resume to **Monica Kim, Operations Manager** at **mkim@girlsinclongisland.org**. For questions and/or concerns call (631) 940-3749

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.