

Girls Inc. of Long Island Program Facilitator, Full-Time

Reports to: Program Coordinator and Program Manager

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

Job Type: Full-time, 35 hours per week

Salary: Full-Time Hourly, \$21.00 / hour

Summary:

Girls Inc. of Long Island inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole-girl development helps youth navigate gender, economic, and social barriers so they grow up healthy, educated, and independent. Learn more at www.girlsincli.org

Program Facilitators work directly with middle and high school girls (grades 6–12) in group settings of 15-30 participants to deliver Girls Inc. programs. Facilitators play a key role in advancing the organization's program goals and outcomes evaluation strategy.

Girls Inc. programming spans a variety of topics aligned with our essential services—**Healthy Living (Strong), Academic Enrichment (Smart), and Life Skills (Bold)**—and addresses relevant issues such as healthy and toxic relationships, social media, bullying, school navigation, financial literacy, goal-setting, advocacy, and career exploration.

Strong candidates must have demonstrated experience working with groups of youth, ages 10+, in a professional setting. A two-year commitment is encouraged to ensure continuity and program success.

Work Schedule:

- 35 hours per week with very occasional evening/weekend events
- Monday-Friday @ 9:00am-5:00pm
- Deer Park Office, with daily travel to assigned school sites in Nassau or Suffolk Counties

Responsibilities:

Facilitation Planning & Implementation

- Facilitate five afterschool programs per week (one per day) for groups of 15-25 middle and high school girls
- Prepare and deliver in-person programming using Girls Inc. curriculum, adapting lesson plans to be intentional, age-appropriate, interactive, and relevant to teen girls
- Maintain a safe, supportive, and well-managed learning environment; uphold group norms and enforce safety protocols
- Serve as a positive role model for girls, staff, and volunteers by demonstrating professionalism and commitment to high-quality program delivery
- Supervise participants during field trips and special events, ensuring safety and

engagement throughout

Administration

- Act as the primary liaison with assigned school sites
- Manage daily administrative tasks, including ongoing communication with school partners
- Maintain accurate written and photo documentation (e.g., curriculum plans, attendance records, program schedules, registration forms)
- Create social media content using photos and highlights from program sites

Qualifications:

- Proven ability to lead and facilitate youth programs with effective group management and engagement strategies
- Ability to build positive, empowering relationships with girls and foster self-confidence, leadership, and personal growth
- Strong communication skills
- Commitment to equity, inclusion, and the mission of Girls Inc.
- Must have reliable transportation and a valid driver's license for regular travel throughout Nassau and Suffolk Counties
- Bachelor's degree

Compensation & Benefits:

- **Salary:** Full-Time Hourly, \$21.00 / hour
- **Health Insurance:** Employer contribution toward medical; voluntary dental and vision plans
- **Retirement:** 401(k) with employer contribution after one year
- **Paid Time Off:** 20 PTO days, 12 holidays (including Christmas–New Year's week), and sick time
- **Additional Benefits:** Long-term disability, flexible spending account options, and professional development support

To Apply:

Submit a brief letter of interest and resume to **Monica Kim, Interim Executive Director** at mkim@girlsinclongisland.org

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Long Island. Generally, the working conditions have little

or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Long Island provides equal employment opportunities to all employees and applicants regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The organization complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Disclaimer:

The above statements describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all employees within this Class.