

Position Title: Program Facilitator
Nature of Position: Part Time, August 2017-June 2017 with continued opportunities available
Monday – Friday 1:00 PM-6:00PM
Salary: \$12.00 per hour



Agency Description: Founded in 1971, Girls Incorporated of Carpinteria is an affiliate of the national Girls Incorporated organization, the nation's leading expert on issues affecting girls and young women. Our mission is to inspire and empower girls and women to achieve personal, social, political and economic success. We provide quality, research based programming to over 600 girls and young women ages 5-18 and their families in Ventura and Santa Barbara counties.

Job Summary:

Lead groups of 8-14 elementary aged girls in a balanced program of hands on learning opportunities and academic support designed to support the mission inspiring all girls to be strong, smart and bold.

Summary of Essential Job Functions:

- Plan, prepare for and facilitate daily, hands on activities within the program's core content areas
- Plan, facilitate and supervise daily academic and homework support activities
- Supervise and ensure the safety of all girls while they are participating in Girls Inc. activities and during informal time on and off campus.
- Submit weekly lesson plans and supply requisitions
- Keep an accurate record of daily attendance both during planned activities and informal time
- To work as a team with Girls Incorporated staff in making the program fun, positive and educational experience for the girls, utilizing your leadership role as a positive example for the girls.
- Work with the program director and program staff to address any social, behavioral or academic issues the girls may be facing
- Participate in all staff training sessions and meetings, as required.
- Follow all Girls Incorporated rules and guidelines as set forth in Personnel Policies, staff memos, and staff meetings.
- Maintain organization and cleanliness of program resources, supplies and activity areas
- Curtail any attitudes or behaviors that might foster dependence or passivity in girls through an attentive mentoring relationship that models positive relationships and choices
- Assist with activities or events outside of your normal schedule (occasional evenings and weekends)

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Minimum Knowledge/Skills/Ability Requirements:

- Ability to provide proof of measles and pertussis vaccinations
- 12 college units in early childhood education or comparable classes
- Experience working with youth in an educational setting
- Good Communication Skills and ability and desire to work as a team player
- Motivation and strong problem solving skills
- Time management skills and ability to prioritize work

To apply, please submit resume, cover letter, professional references and transcripts to:
Jessica@girlsinc-carp.org