



of Carpinteria

Position Title: Literacy Outreach Program Facilitator

Nature of Position: August, 2018-June 2019; Part Time (M-F 1:00PM-6:00PM)

Salary: \$13.00 Per Hour + Paid Vacation

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 girls in school site literacy program for grade K-3 taking place on local elementary school campus. Staff will facilitate a balanced program of hands on learning opportunities and academic support designed to increase literacy skills, interest and confidence.

Summary of Essential Job Functions:

- Plan, prepare for and facilitate daily, hands on literacy activities
- Plan, facilitate and supervise daily academic support activities
- Supervise and ensure the safety of all girls while they are participating in Girls Inc. activities and during informal in the outreach setting, in accordance with both school site and Girls Inc. expectations
- Serve as a mentor and positive adult in the lives of youth
- Submit weekly lesson plans and supply requisitions as needed
- Keep an accurate record of daily attendance both during planned activities and informal time
- 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 manager, program staff and school site 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)

Minimum Knowledge/Skills/Ability Requirements:

- Experience working with youth in an educational setting
- 12 college units in early childhood education or comparable classes
- 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

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.

To Apply: submit completed application, questionnaire and any additional documents you would like to share to

Gloria@girlsinc-carp.org & Jessica@girlsinc-carp.org



of Carpinteria

Girls Inc. of Carpinteria Employment Questionnaire

Name _____

Position Applying for _____

Date _____

Available Start Date _____

Why are you interested in being part of the Girls Inc. Team?

Describe your relevant work experience and how it has prepared you for this position.

Review the job description. Which responsibilities will you excel in and why?

What aspects of this position would you find the most challenging?