



of Carpinteria

Position: Program Specialist

Status: Part Time

Reports to: Coordinator

Pay: Non-Exempt; \$18-\$21

Benefits Include: Waived program fees, flexible schedule, health, dental, vision, life, and long-term disability insurance, 403(b) program, vacation, and sick time.

Position Summary: The Program Specialist with the supervision of the assigned program coordinator will facilitate assigned program specialty. Program Specialist will also support in the development of new programs and curriculums. Program Specialists are required to work in a collaborative manner with program facilitators and volunteers to instruct goal-driven lessons, games, and activities safely and effectively. This individual will also have a pivotal role in becoming a role model and mentor to girls, promoting their well-being, development, confidence, and success; motivating and inspiring girls to be active participants in program activities; promoting their long-term involvement and providing evaluation and feedback to ensure our programs stay relevant to all girls.

Specific Responsibilities

- Facilitate at least two core curriculums in their entirety through the after-school program
- Coordinate at least two-family engagement activities
- Attend one annual training through Girls Inc National
- Support in the onboarding and training of the team
- Participate in leadership meetings regularly
- 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.
- Serve as a mentor and positive adult in the lives of youth
- Submit weekly lesson plans and supply requisitions
- 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 director and program staff to address any social, behavioral, or academic issues the girls may be facing
- Keep parents informed of social, behavior and academic issues as necessary
- 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 area
- 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. Updated 6/03/2022

Job requirements:

- 12 college units in early childhood education or comparable classes
- Experience working with youth in an educational setting
- Experience working with youth individuals representing diverse cultures, ethnicities, abilities, gender identity and sexual orientation required.
- Holistic, inclusive, and pro-girl approach
- Excellent verbal and written communications skills
- Ability and desire to work as a team player
- Motivation and strong problem-solving skills
- Time management skills and ability to prioritize work
- Ability to work flexibly in a fast-growing, changing atmosphere
- CPR and First Aid Certified preferred

Other:

- Associates Degree Preferred
- California Driver's License with the ability to obtain a Class B license with Youth Bus certification
- Bilingual Spanish

Physical Job Conditions:

- **Typical Working Conditions:** Works in an indoor environment.
- **Equipment Used:** Basic office and classroom equipment.
- **Essential Physical Tasks:** Moving about to accomplish tasks or moving from one worksite to another.
- **Activities:** Light work that includes moving objects up to 20 pounds. Sedentary work that primarily involves sitting and standing

Agency Description: Girls Inc. of Carpinteria founded in 1971, serves the Carpinteria community and surrounding areas through impactful programs that inspire and empower girls for future success. Our programs respond to the critical need in Carpinteria for high-quality out-of-school enrichment for K-12th grade. We focus on three core essential services (healthy living, academic support & enrichment, and life skills instruction) with age-appropriate and relevant information that is interactive, inclusive, and culturally appropriate to reach our designed outcomes. Our holistic approach helps girls to value themselves, take risks, and discover and develop their inherent strengths. At Girls Inc of Carpinteria we value community, inclusivity, bold advocacy, and intentionality- we let these values drive our work so we can remain adaptive and responsive to the lived experiences of girls.

- **Vision:** Empowered girls and an equitable society.
- **Mission:** To inspire girls to be strong, smart, and bold.
- **Values:** Intentionality, Inclusivity, Community, Bold Advocacy

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