Girls Incorporated of Wayne County
Program Associate
Job Description

POSITION: Program Associate
EMPLOYED BY: Executive Director
REPORTS TO: Program Manager
PAY/STATUS: Hourly, Part Time, Non-Exempt

PURPOSE TO JOB: Under direction of the Program Manager, assist with, design and facilitate programs and activities in accordance with Girls Inc. philosophy across diverse cultural, social and educational program areas. Programming should be engaging, high energy and demonstrate depth in content area while encouraging girls to take risks and master physical, intellectual and emotional challenges.

PROGRAM RESPONSIBILITIES:

- In collaboration with the Program Manager, create, implement and schedule Girls Inc. of Wayne County programming, both directly and indirectly through the supervision and coordination of programming staff and volunteers.
- Support, design and schedule curricular goals and monthly calendars of program activities and events for girls that are educational and age specific.
    - Programs should be diverse in content areas, including math and science education, pregnancy and drug abuse prevention, leadership development, media literacy, economic literacy, adolescent health, violence prevention, and sports/health/wellness.
    - Programs and activities will incorporate goals and initiatives connecting with various constituencies, including our broader community, the Girls Inc. network, and our local affiliate's needs.
    - Coordinate process and track regular and special programs (i.e., field trips, snack).
- Serve as a positive role model for girls. Communicate appropriately and professionally in the spirit of Girls Inc.'s mission. Demonstrate respectful communication, healthy relationships and positive leadership at all times.
- Teach, encourage and inspire girls to be respectful to themselves and others.
- Expect the best from girls, and set high and clear expectations for behavior. Actively support and contribute to any group and individual incentive and behavior programs.
- Assist with volunteers. Providing supervision, coaching and evaluation of Program Volunteers may be required.
    - Provide guidance while identifying, compiling and creating tools, resources and tips for volunteers/staff to explore new and different approaches and resources to meet the needs of the girls and to keep programs flexible, educational and interesting.
    - Collaboratively establish work plans and objectives, attend/conduct regular meetings and approve time slips for assigned parties.
- Assist with assessment and evaluation, including attendance, achievements, and behavior. Provides reports to the Program Manager/others as requested.
- Communicate regularly with parents/guardians and family members, informing them of girls' achievements and challenges.

OTHER RESPONSIBILITIES:

- Insure overall safety, cleanliness and functioning of Girls Inc.'s facilities, including support for some/all of the following:
    - Daily cleaning to include program rooms, kitchen, bathrooms, and common areas.
        - Restock and supply all areas as needed.
    - Assist with general center maintenance and scheduling of repairs.
    - Arrange for regular maintenance of vehicles and facilities (i.e., A/C, boiler, lawn mowing, seasonal mulching, snow plowing, exterior lights, and surveillance system).

    - Submit either written or verbal requests to the Program Manager or designee regarding purchasing and repairs.
- Provide support to Institutional partners, including partner post-secondary schools with students providing volunteer and service hours at Girls Inc. These include tracking hours, coordinating contracts, maintaining positive relationships and communications with liaisons.
- Using organization's vehicle assist with daily delivery/pick-ups as needed. Run errands as necessary.
- Coordinate efforts to produce communications with families, newsletters, brochures and other outreach.
    - In collaboration with program staff, support all program and registration correspondence (i.e. parent/family letters, calendars, family booklets, team lists, invoices).
- Assist with/Update website and other relevant social media outlets with weekly program updates and calendars.
- Insure working condition, safety, and integrity of Girls Inc.'s computers and technology, including support for some/all of the following:
    - Maintain computer integrity (i.e., hardware integrity, software needs/updates, records, virus protection, etc.)
    - Block/parental controls as appropriate
    - Maintain working condition of i-pad cart/mobile classroom.
    - Keep sufficient records on IT and computers updated and shareable with co-workers, including all passwords for any girl/shared use.
- Assist with documentation and story-telling of Girls Inc. programs, including taking photographs & video and recording stories, learning lessons & impact.

GIRLS INC. PROFESSIONALISM

- Participate in periodic assessment of own performance, develops own goals and objectives. Take advantage of training and other developmental and professional growth opportunities. Attend and participate in Girls Incorporated regional and national functions as agreed upon with the Program Manager.
- Participate in all staff and team meetings to share ideas and concerns, and works collaboratively with staff to insure agency goals and objectives are met.
- Any and all duties as assigned by the Program Manager and others as directed by the Program Manager.

The Program Associate inspires girls to be strong, smart, and bold. The Program Associate ought be able to 1) work well with others in a diverse environment, 2) enjoy working with and around girls, 3) function independently with a basic computer literacy, 4) provide role modeling to develop strong, smart and bold girls, 5) have a valid driver's license and meet organizational insurance eligibility, 6) lift 30 pounds while completing assorted tasks, and 7) complete successful completion of a criminal history check. Spanish/English bilingual is a plus.

Girls Inc. of Wayne County is an equal employment opportunity employer.