|  |  |
| --- | --- |
|  | Girls Incorporated of Wayne CountyProgram FacilitatorJob Description |

POSITION: Program Facilitator

EMPLOYED BY: Executive Director

REPORTS TO: Program Manager

PAY/STATUS: HHourly, 20 hours Minimal time, Non-Exempt

PURPOSE TO JOB: The Program Facilitator floats between age groups depending on attendance and program planned for the day. Under direction of the Program Manager and Associate, 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 and Associate, implement and facilitate Girls Inc. of Wayne County programming.
* In collaboration with the Program Manager, plan, implement and facilitate programming on Tuesdays from 3:00 p.m. to 4:00 p.m. for all grade levels. These programs will focus on sports/health/wellness/leadership/community
* In collaboration with the Program Manager, plan and set up various “self-led” activities for the girls in the lounge from 5:00 p.m. to 5:45 p.m. each day. Clean up lounge 5:45 p.m.- 6:00 p.m.
* Transport girls from assigned schools to Girls Inc. four days a week
* 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.

OTHER RESPONSIBILITIES:

* Ensure overall safety, cleanliness and functioning of Girls Inc.'s facilities.
* Complete daily cleaning assignment: assignment includes but not limited to program rooms, kitchen, bathrooms, and common areas.
* Restock supplies in all areas as needed.
* Using organization’s vehicle assist with daily delivery/pick-ups as needed. Run errands as necessary.
* Ensure working condition, safety, and integrity of Girls Inc.'s computers and technology, including support for some/all of the following:
* 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 ensure 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 Facilitator inspires girls to be strong, smart, and bold. The Program Facilitator 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.

|  |  |
| --- | --- |
|  |  |
|  |  |  |  |