

## Job Description



of Memphis

**JOB TITLE: Youth Farm Program Facilitator**

**DEPARTMENT(S): Program, Youth Farm**

**REPORTS TO: Youth Farm Manager of Programs**

Girls Inc. of Memphis inspires girls ages 6-18 to be strong, smart, and bold. Since 1946, Girls Inc. of Memphis has offered programs designed to build girls' capacity for college preparedness, confident and responsible adulthood, economic independence and personal fulfillment. As a local affiliate of our national organization, Girls Inc., we benefit from research and outcome-based, age-progressive programming specifically designed to provide the Girls Inc. Experience to girls at the Youth Farm and schools in the Frayser area.

### **JOB PURPOSE:**

This staff will work directly with the Youth Farm Manager of Programs and Youth Farm Manager of Operations to provide quality facilitation of the Girls Inc. Experience at Girls Inc. Youth Farm and in schools in Frayser, primarily with girls ages 14-18. The Facilitator will provide supervision and development of program participants, create and maintain a pro-girl environment and needed documentation to capture the scope of the work.

### **Essential Job Functions:**

- Approach the work with a focus on girls on their terms and advocate on their behalf
- Focus on thoughtful qualitative and quantitative inquiry for continuous improvement
- Take ownership and proactive action for overall agency success
- Find the light and joy in the work through positive interactions with others
- Plan, develop and implement high quality age-appropriate, intentional programming for girls ages 6-18
- Implement Girls Inc. Curricula with a supportive, open, non-judgmental environment to ensure the Girls Inc. Experience
- Engage in training and professional development to grow in knowledge and application of topics including: Girls Inc. mission, vision and approach; youth development best practices; program outcome measurement; group dynamics; girl-centric awareness.
- Assist in planting, harvesting, and selling farm fresh produce at various locations
- Represent Girls Inc. in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity, and respect for others
- Distribute, collect and submit program session paper work and evaluations

- Assist with planning, coordinating and chaperoning special events, enrichment events, guest speakers, etc. for participants and their families
- Assist Youth Farm Manager of Programs with collaboration of key community partners to ensure program growth opportunities
- Provide school-based Girls Inc. curricula to schools K-12 in the Frayser area
- Work collaboratively with all agency program staff to ensure continuity of program delivery and support
- Provide appropriate supervision of participants at all times including: field trips, van and in the center
- Work with participants in small groups and individually to ensure the girls actively participate in programs
- Assist with building janitorial needs, maintenance needs and equipment inventory
- Follow all agency policy and procedures as outlined in the staff handbook
- Provide feedback and insight of participant needs and issues with program leadership
- Participate in periodic assessment of own performance, develop own goals and objectives; actively seek personal and professional growth opportunities for self and any staff including participation in conferences, training, meetings and seminars

**Qualifications:**

- An articulated belief in the mission of Girls Inc.
- Must have a high school education and at least 2 years' experience in youth development/facilitation
- Must model the Girls Inc. mission of a Strong, Smart, Bold individual with a can-do attitude
- Knowledge of/interest in sustainable agriculture, entrepreneurship, social justice, civic engagement, public health, building communities, and food systems
- Ability to communicate effectively, orally, visually, in writing, via computer with youth, parents, teachers, coworkers and volunteers
- Interest in STEM

**Special Requirements:**

- Current valid driver's license and insurance with reliable transportation
- Ability to work nights and weekends
- Must be able to lift 50 lbs. and work outdoors in all weather conditions performing a diversity of farm tasks
- Perform other duties as assigned

**TO APPLY:**

- Apply online at [www.girlsincmemphis.org](http://www.girlsincmemphis.org) or
- Email cover letter and resume to: [kbrezina@girlsincmemphis.org](mailto:kbrezina@girlsincmemphis.org) or
- Mail cover letter and resume to: Girls Inc. of Memphis, Attn: Katie Brezina, 910 Vance Ave., Memphis, TN 38126

*Girls Inc. is an Equal Opportunity Employer*