



of Memphis

Inspiring all girls to be Strong, Smart and Bold

Make a Difference in the lives of Girls as a Center Director

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 researched, outcome-based, age progressive programming specifically designed for girls.

Girls Inc. of Memphis seeks candidates for the Center Director position.

JOB PURPOSE: Ensures delivery of the Girls Inc. Center programming is at capacity and of the highest quality in keeping with the Girls Inc. Experience, mission and annual goals. Center Director will work collaboratively with program department to plan and implement programming to insure strong, smart and bold outcomes are achieved effectively and efficiency. Center Director builds and engages collaborative community relationships to support center programs; recruit participants; supervise and support center staff and volunteers; maintain an inclusive, safe and effective center environment; provide Girls Inc. curriculum in schools and other organizations; maintain accurate records and reports of center programs; develop and nurture positive relationships with participant families, community schools, organizations, businesses, and volunteers.

ESSENTIAL JOB FUNCTIONS:

- Plan, facilitate, prepare, and deliver quality Girls Inc. Experience programming; ensure program standards and are in alignment with girls' needs and the agency mission
- Hire, train, coach and evaluate Assistant Center Director, program facilitators and program volunteers
- Along with Assistant Center Director, ensure accurate record keeping for monthly financials, participant engagement, quarterly program evaluation and other reports
- Actively engage girls, family members and community members in program continuous improvement and involvement
- Coordinate and manage scheduling, programming, and facilitation for community-based programming and events (in-school, organizations, community events)
- Coordinate transportation and logistical needs for center programming
- Serve as agency representative in the community for recruitment and marketing of center programs and Girls Inc. of Memphis

- Manage participant recruitment, registration, on-boarding, and retention process with participants and families
- Engage in program strategic planning
- Ensure that the effective and efficient program delivery model is documented, implemented, and evaluated through the TraxSolutions process in reference to online registration, online payment, outcomes evaluation agreement forms, outcome evaluations, etc.
- Engage center staff in continuous professional development at center, in collaboration with Program department leadership and Agency leadership
- Submit monthly reports regarding Center programs, events, successes, and needs
- Provide any requested information for grants, funding applications, and reports in an accurate and timely manner
- Give and receive regular constructive feedback from VP Programs and Board Program Committee members
- Establish, provide ongoing coaching and feedback, as well as, review Center staff annual objectives on a quarterly basis
- Provide supervision/coaching and review of Center interns and volunteers
- Actively engage in qualitative and quantitative program evaluation, including Strong, Smart, and Bold Outcomes Survey and Seeding Success
- Work collaboratively with Director of Development to ensure effective systems are in place for volunteer and intern program monitoring as well as documentation of in-kind donations and services
- Work collaboratively with Assistant Center Director to insure financial documentation is accurate and submitted in a timely manner as specified including financial deposits, intake forms, evaluations, etc.
- Work collaboratively with the Assistant Center Director to oversee the preparation of the Center annual budget as part of the agency annual budget and monitor spending to ensure timely and effective record keeping with approved budget
- Ensure center, grounds and vehicles are proactively maintained to quality and safety standards
- Actively seek personal and professional growth opportunities for self and any staff including participation in conferences, training, meetings and seminars
- Follow all agency policy and procedures as outlined in the staff handbook
- Provide appropriate supervision for participants in Center programs

REQUIREMENTS:

- Must model the Girls Inc. mission of a Strong, Smart, and Bold individual exhibiting strong leadership qualities and a can-do attitude
- Bachelors degree in education, sociology, or related field
- Minimum of three years experience in program development, implementation, and evaluation in youth development and educational settings
- Minimum two year supervisory experience with a diverse population of staff and volunteers, including the ability to coach others on supervision
- Knowledge of/interest in youth development, gender equity, entrepreneurship, social justice, civic engagement, and community engagement
- Creative, entrepreneurial, upbeat, and comfortable speaking in front of groups of varying ages, sizes, and cultural backgrounds
- Demonstrated abilities in incorporating diversity of cultures, ethnicity, languages abilities, and socioeconomic background in work with staff and in programming
- Ability to communicate effectively orally, visually, in writing, and via computer with youth, teachers, coworkers, and volunteers
- Experience in and enthusiasm for supporting volunteer involvement
- A sense of humor and a collaborative spirit
- Integrity
- Ability to lead and manage people
- Computer proficient
- Effectively diffuse and manage volatile situations
- Juggle multiple priorities
- Ability to bend, lift, and move up to 25 lbs.
- A valid TN driver's license, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- Ability to work nights and weekends

TO APPLY:

- Apply online at www.girlsincmemphis.org
or
- Email cover letter and resume to: kbrezina@girlsincmemphis.org
or

- Mail cover letter and resume to: Girls Inc. of Memphis, Attn: Katie Brezina, 910 Vance Avenue, Memphis, TN 38126

Girls Inc. is an Equal Opportunity Employer