

Job Description

JOB TITLE: Center Based Facilitator

DEPARTMENT(S): Programs

REPORTS TO: Center Director

FLSA: Non-exempt



of Memphis

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 in Memphis.

Job Purpose: The Center/School-based Facilitator is responsible for preparing, implementing and facilitating programming and activities for girls ages 6-18 in both centers and schools. The Center Based Facilitator will supervise and facilitate in-school and after school programming at the Center Monday-Friday between 1:30pm-6:30pm. School Based Programming will be scheduled as needed during school hours. Weekend hours will be scheduled as needed as well, usually twice a month. This position will serve as a positive role model within the center, schools, and community, and working collaboratively within their team carrying the mission of inspiring girls to be Strong, Smart, and Bold and helping us grow our capacity to serve more girls.

ESSENTIAL JOB FUNCTIONS:

- Approach 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, implement, and facilitate age-appropriate and outcome driven Girls Inc. curricula and out of center/school experiences with girls ages 6-18 while actively ensuring the program environment is in alignment and support of the Girls Inc. Experience at all times
- Work with participants in small groups and individually to ensure the girls actively participate in programs and follow agency behavior expectations
- Provide appropriate supervision for participants in Girls Inc. programs; maintain and implement high quality and safety standards for physical and emotional safety
- Engage in monthly trainings 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
- Work collaboratively with all agency program staff to ensure continuity of program delivery and support

- Provide appropriate supervision of Girls Inc. participants at all times: in the center, within the partner schools, while on field trips, during agency transportation, etc.
- Assist with building janitorial needs, maintenance needs, and equipment inventory at center and at partner sites
- Provide feedback and insight of participant needs and issues with program leadership
- Welcome and solicit feedback for ongoing growth opportunities and professional/personal development from participants, peers and agency leadership
- Follow all agency policy and procedures as outlined in the staff handbook
- Represent Girls Inc. in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity, and respect for others
- Perform all other tasks, duties, and responsibilities as assigned from Girls Inc. Staff Leadership

Qualifications:

- Must be 21 and older
- Must have a high school education and at least 2 years' experience in youth development
- An articulated belief in the mission of Girls Inc.
- Must model the Girls Inc. mission with a can-do attitude
- Effective written, oral and presentation skills
- 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, parents, teachers, coworkers, and volunteers

Requirements

- Ability to effectively diffuse and manage volatile situations
- Ability to 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 Ave., Memphis, TN 38126

Girls Inc. is an Equal Opportunity Employer