

# Job Description



of Memphis

**JOB TITLE:** Director of Eureka  
**DEPARTMENT(S):** Programs  
**REPORTS TO:** Vice President for Programs  
**FLSA:** Exempt

**JOB PURPOSE:** The Director of Eureka must possess the ability to motivate and the passion to inspire others to deliver a variety of services including hands-on, math and science-focused after-school and summer programs for middle and high school girls. The Director of Eureka oversees all aspects of the five-year Eureka! program, which aims to build girls' confidence through achievement opportunities in engineering, math, science, technology, careers and sports. School-year programming serving approximately 200 girls annually is offered both on- and off-site. During the summer, the girls are served by an intensive, academic program held on a college campus, by an internship component that places them at work sites in the community, dual enrollment college coursework, and residential college STEM programs throughout the region.

## **ESSENTIAL JOB FUNCTIONS:**

- Plan, facilitate, prepare, and deliver educational programming; ensure that curricula being facilitated meets Girls Inc. Experience standards and are in alignment with girls' needs and the agency mission
- Recruit, hire, train, supervise, and support the Eureka Assistant Director, facilitators, and other staff for the Eureka summer camp and school year workshops
- Actively engage girls, family members and community members in program continuous improvement and involvement
- Identify and provide appropriate training and coaching to meet the needs of Eureka staff
- Serve as agency representative in the community for recruitment and marketing of Eureka program and Girls Inc. of Memphis
- Oversee the implementation, evaluation and, when necessary, redefinition of program goals and objectives for all cohorts in Eureka!
- Oversee the design, development, implementation and evaluation of ongoing and new program components and curriculum, including Eureka expansion
- Manage participant recruitment, registration, on-boarding, and retention process with participants and families
- Oversee the promotion of programs, including effective written and printed materials and events
- Oversee administrative aspects of programs including reporting, documenting, data gathering, preparing and managing budgets
- Develop evaluation tools and oversee their implementation at program sites; compile evaluation data for program assessment and reporting purposes

- In conjunction with Girls Inc. staff, train and support community volunteers who provide support for Eureka programming
- Write reports for funders in collaboration with grant writer
- Work with Development staff to identify areas for program support and growth
- Oversee the preparation of the Eureka annual budget as part of the agency annual budget and monitor spending to ensure timely and effective record keeping with approved budget
- Work collaboratively with other Program Managers to ensure a continuum of service for participants in Girls Inc. programs
- Participate in staff and program management team meetings
- Coordinate implementation of appropriate strategies, such as training, consultation, coaching, and cross-training, to address agency's staff development needs
- Promote and build collaborations with other agencies, universities, organizations, government entities, schools, etc. and represent Girls Inc. and its programs in the community
- Participate in collaborative efforts to serve girls and advocate for girls' needs and services in the communities served by Girls Inc.
- 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 Girls Inc. Eureka program
- Actively engage in qualitative and quantitative program evaluation, including Strong, Smart, and Bold Outcomes Survey and Seeding Success

**REQUIREMENTS:**

- Must model the Girls Inc. mission of a Strong, Smart, Bold individual exhibiting strong leadership qualities and a can-do attitude
- Bachelor's degree in education, sociology, or related field
- Demonstrated abilities in incorporating diversity of cultures, ethnicity, languages abilities, and socioeconomic background in work with staff and in programming
- Minimum of three years' experience in program development, implementation, and evaluation in youth development and educational settings
- Minimum of two years of supervisory experience with a diverse population of staff and volunteers, including the ability to coach others on supervision
- Experience, knowledge and commitment to designing and managing girl-centered programs
- Knowledge of and experience in quantitative and qualitative program evaluation

- Knowledge of and experience with math, science, engineering, and technology programming and curriculum
- Experience with project management
- Experience in and enthusiasm for supporting volunteer involvement
- Technology skills including EXCEL and MS Word
- Ability to communicate effectively orally, visually, in writing, and via computer with youth, teachers, coworkers, and volunteers
- Ability to bend, lift, 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.
- Creative, entrepreneurial, upbeat, and comfortable speaking in front of groups of varying ages, sizes, and cultural backgrounds
- 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.
- Work schedule will be Tuesday – Saturday; must be able to work nights and weekends

**APPROVALS:**

_____	_____	_____
Name	Title	Date
_____	_____	_____
Name	Title	Date

GIRLS INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER