



Inspiring all girls to be Strong, Smart and Bold

Make a Difference in the lives of Girls as the new Eureka Program Specialist (Seasonal- Summer)

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.

To assist the Eureka Coordinator with the implementation of Girls Inc. programming, provide appropriate supervision of participants and complete documentations as needed.

Essential Job Functions:

- Ensure that curricula being facilitated provides the Girls Inc. Experience, meets Girls Inc. standards and are in alignment with the needs of girls age 12-18 and the agency mission
- Research age-related development information to stay informed about the needs of the participants
- Facilitates all components of Eureka programming, including science, technology, engineering, math, and Girls Inc. curricula activities
- Work collaboratively with all agency program staff to ensure continuity of program delivery and support
- Provide appropriate supervision of participants on field trips, van and at program site
- Transports girls in agency 15-passenger van as needed
- Track participant's attendance and complete all required paperwork
- Work with participants in small groups and individually to ensure the girls actively participate in programs
- Follow all agency policy and procedures as outlined in the staff handbook
- Provide appropriate supervision for participants in Girls Inc. programs
- Maintain strict confidentiality of participants' information
- Other duties as needed

Qualifications:

- An articulated belief in the mission of Girls Inc.

- Must model the Girls Inc. mission of a Strong, Smart, Bold individual with a can-do attitude
- Demonstrated background in science, technology, engineering and/or math fields
- Youth development experience
- Effective written, oral and presentation skills

Special Requirements:

- Schedule: May 23 – July 1, 2016 (Monday – Friday, 40 hours/week) - includes training, set up, camp facilitation, and wrap up
- Current valid driver's license and insurance with reliable transportation
- Must be at least 21 years old

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, 2670 Union Extended, Suite 606, Memphis TN 38112

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