

Job Description



of Memphis

JOB TITLE: Program Facilitator

DEPARTMENT(S): Program

REPORTS TO: Program Director

FLSA: Exempt, Part-Time Hourly

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 for girls.

JOB PURPOSE:

Provide quality facilitation of Girls Inc. programming, including supervision and development of program participants. Create and maintain a Girls Inc. Experience environment and provide documentation as needed.

Essential Job Functions:

- Facilitate age-appropriate and outcome driven Girls Inc. curricula with girls ages 6 – 18
- Actively ensure the program environment is in alignment and support of the Girls Inc. Experience at all times
- 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.
- 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 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 appropriate supervision for participants in Girls Inc. programs
- Provide feedback and insight of participant needs and issues with program leadership
- Welcome and solicit feedback for ongoing growth and development

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
- Youth development experience
- Effective written, oral and presentation skills

Special Requirements:

- Current valid driver's license and insurance with reliable transportation
- 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