



## Girls Inc. of Greater Houston

*Inspiring all girls to be strong, smart, and bold.*

of Greater Houston

### Job Description

**JOB TITLE:** Program Facilitator, Part-Time Summer Position

**REPORTS TO:** Program Director

**LOCATION:** Houston, TX

*The mission of Girls Inc. of Greater Houston is to inspire all girls to be **strong, smart, and bold**. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe space, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate curriculum that meets the needs of today's girls.*

**SUMMARY:** The position requires the ability to effectively deliver Girls Inc. programs for girls in schools in the Greater-Houston area. Programming covers a range of topics across the Girls Inc. core essential services of Healthy Living, Academic Enrichment and Support, and Life Skills, and may include financial literacy, media literacy, leadership development, anti-bullying/conflict resolution, and STEM, to name a few. In addition, the position will support the organization's program and outcomes evaluation strategy. The position requires regular travel to and from the program locations and requires the employee to transport program materials to each program site.

### RESPONSIBILITIES INCLUDE:

- Create intentional programming curricula that is interactive, hands-on, intentional, and exposes girls to a wide variety of experiences.
- Facilitate program curricula in an engaging way that is grounded in a belief in girls' rights and abilities
- Implement and track goals, objectives and evaluation methods for programs
- Explore changing interests and developmental needs of girls to stay abreast of current trends
- Maintain daily lesson plans and semester schedule for each program
- Actively assist with program related logistics such as structured free time duty, opening/closing
- Enter and maintain accurate and timely data related to participant and class management in Girls Inc. data management system
- Complete all paperwork related to administrative responsibilities
- Help preserve group norms, maintain classroom management, and monitor disciplinary matters as needed
- Organize and maintain orderly program space, supplies, and equipment
- Coordinate and supervise participants during field trips and special events
- Participate in public events to promote and raise awareness of Girls Inc. in the community
- Other duties as needed

### QUALIFICATIONS:

- Demonstrates commitment to the Mission, Vision, and Girls Inc. Girls' Bill of Rights ([www.girlsinc-houston.org/aboutus.html](http://www.girlsinc-houston.org/aboutus.html))
- Experience in and appreciation for urban communities, diverse populations, cultures and economic experiences
- Exhibits commitment to social justice values and anti-oppression analysis
- Experience and strong ability to facilitate, present, and teach classes/workshops for girls
- Experience working with sophisticated database systems and/or ability to quickly learn
- Ability to employ effective classroom management
- Ability to communicate and work directly with adults, adolescents and children
- Ability to inspire, stimulate and support self-empowerment among girls
- General knowledge of youth development and gender specific programming strategies
- Ability to communicate effectively in oral and written forms
- Detail oriented, extensive documentation skills, organized and able to work in a fast-paced, multi-tasked environment
- Ability to self-start and work well in a team setting
- Must have reliable transportation, a valid Texas driver's license, satisfactory driving record. i.e. no DUIs or reckless driving offenses, and proof of auto insurance
- Must submit to a criminal background check
- Bilingual (Spanish/English) preferred

**Education/Experience:** B.A. or B.S. in related field preferred. Experience working with children or teens.

**Start Date:** Immediately

### ***Equal Opportunity Employer***

*Girls Inc. of Greater Houston is committed to diversity in principle and practice, both in the community at large and within the organization. Girls Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, pregnancy, citizenship, political beliefs, or service in the military.*