



# Girls Inc. of Greater Houston

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

## Job Description

of Greater Houston

*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.*

**Job Title:** Program Facilitator, Part Time

**Reports To:** Program Director

**Hours:** Up to 26 hours a week

**Pay Rate:** \$15-\$20 an hour

**Summary:** The position requires the ability to effectively deliver Girls Inc. programs for girls in the Greater-Houston area and requires the ability to work during the day as well as after school hours. 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 reading literacy, 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 when programming is being offered in-person, as well as spending time in the office for program planning, preparation, and meetings. Due to COVID-19 programming has converted to also being available virtually as well, and therefore requires the person to have knowledge and ability to operate various video conferencing platforms such as Zoom and Microsoft Teams.

### Primary Responsibilities:

- Must be able and willing to commute in the Greater Houston area to deliver Girls Inc. programs in the following but not limited to: Galveston and Brazoria County -77573,77511,77581,77550,77562
- This position is required to come to the local Girls Inc. office (2190 N. Loop West, suite 105, Houston, TX 77018), at least once a month for meetings and supply pick-up/drop off.
- Must be able to facilitate programming to girls in groups of 10-25 and between the ages of 6-18, both in-person and virtually.
- Must be able to create intentional program plans using Girls Inc. curricula that is interactive, hands-on, engaging, and exposes girls to a wide variety of experiences.
- Possess the ability to design new lessons as needed that aligns objectives with the Girls Inc. mission.
- Prepare for, and facilitate hands-on and intentional programming activities within our Core Essential Services (Healthy Living, Academic Enrichment and Support, Life Skills), virtual and in-person program models;
- Explore changing interests and developmental needs of girls to stay abreast of current trends
- Help preserve group norms, maintain classroom management, and monitor disciplinary matters as needed
- Maintain daily lesson plans and semester schedule for each program
- Maintain safe spaces by implementing in-person and online safeguards for engagement;
- Complete all paperwork related to administrative responsibilities
- Organize and maintain orderly program space, supplies, and equipment
- Support with the implementation of special events/projects;
- Participate in public events to promote and raise awareness of Girls Inc. in the community
- Support goals for girl engagement and family outreach; Maintain relationships with girls and their families;
- Attend regular staff meetings, trainings and work in collaboration with Girls Inc. staff and partner contacts;

- Coordinate and supervise participants during field trips and special/virtual events
- Support the collection of data related to program outcomes, girls' interests, and/or family needs;
- Effectively communicate with girls and their families by-phone, via email and online;
- Maintain and track attendance, using a tracking database in support of program evaluation.
- Implement and track goals, objectives and evaluation methods for programs
- Posses a computer with virtual conferencing capabilities, access to Wi-Fi, and quiet confidential space at home for when working remotely. (Must also be able to work in office and implement in-person programming)
- Other duties as needed

### **Required Knowledge & Skills:**

- 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))
- Demonstrated knowledge and understanding of girl growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning and knowledge of equity issues facing girls of color.
- Experience in and appreciation for urban communities, diverse populations, cultures and economic experiences
- Exhibits commitment to social justice values and anti-oppression analysis
- Must be punctual, prepared, have a positive attitude and is at ease with (and adept at) using a variety of lively program techniques (brainstorming, role-playing, etc.).
- Experience working with sophisticated database systems and/or ability to quickly learn.
- Ability to effectively maintain information for recording purposes and standards of record keeping
- 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
- Must be self-directed, with the ability to work well independently and on teams.
- Proficient in Word and Excel.
- Strong interpersonal skills with the ability to relate effectively and work collaboratively with youth, families and professionals.

### **Required Qualifications:**

- **We are looking to hire someone who lives in the following areas: Galveston County 77546, 77539, 77565, 77573, 77574 – Brazoria County 77581, 77584, 77588, 77511, 77512 – Harris County 77047, 77089, 77598.**
- Must be available to work the following schedule. *This is an EXAMPLE schedule and has SOME flexibility. Individual schedules can be discussed during the interview.*

Monday: 10am - 6pm (7.5 hours)

Tuesday: 11am - 6pm (6.5 hours)

Wednesday: 11am - 6pm (6.5 hours)

Thursday: 9am -5pm (7.5 hours)

- Possess a B.A. or B.S. in a Human Service, Educational field, or related education/experience.
- Must be 21 years or older, able to pass a drug scree, background check, have reliable transportation, valid car insurance, valid driver's license.
- **Effective August 1st, 2021, Girls Inc. of Greater Houston has a Mandatory COVID-19 Vaccination Policy.**

**Preferred Qualifications:**

- *Previous experience and/or high passion in learning and facilitating STEM and/or Reading Literacy programs.*
- *Bilingual (English/Spanish) preferred*

***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.*