



Job Title: Program Facilitator

Works directly with girls ages 5 to 18 delivering programs and supervising activities to support the mission of “inspiring all girls to be strong, smart, and bold.” Works in Girls

Essential Functions

Must be able to deliver engaging lessons to girls which includes the ability to speak English; read, comprehend, and deliver a variety of lesson plans (speaking additional language/s may be a bonus). Lessons may cover a wide variety of topics including literacy, science, math, arts & crafts, physical fitness, and more.

Job duties:

- Provide simple activities to keep girls engaged during transitions or during free time.
- Ensure that Girls Inc. is a welcoming place for girls.
- Use a warm tone with girls. Genuinely smile at girls.
- Encourage girls' strengths and curiosity.
- Demonstrate cultural competency and be committed to anti-racist learning and practices.
- Celebrate girls' successes.
- Express confidence in a classroom setting.
- Maintain a productive classroom by utilizing appropriate student management techniques and working with staff team to address classroom challenges and any challenging behaviors from girls.
- Provide a safe environment for girls through:
 - Assisting with safety procedures and drills.
 - Assisting the staff team with maintaining a safe environment for girls to play and learn.
 - Participating in all required safety training.
- Participate in staff development opportunities when appropriate.
- Serve as a role model for girls with regards to social skills, communication, and conflict resolution.
- Attend staff meetings and trainings.
- Complete program paperwork, including daily outcome reports.
- Assist girls with meals and snacks as required.

- Assist with wiping down/sanitizing high touch areas of classroom as required.
- Assist with driving Girls Inc. vehicles to pick girls up from school and/or to transport girls to field trips and activities.

Must have:

Regular and predictable attendance.

Marginal Functions:

Other related duties and projects as assigned.

Qualifications:

Nebraska Daycare Licensing requires that candidates:

- Have a High School Diploma AND A positive reference from a former employer verifying 1500 clock hours of experience in organized activities for young children (youth); or
- Have a College Diploma AND/OR Transcripts indicating 3 credit hours in early childhood education, education, or child/youth development; or
- Have a High School Diploma AND written department plan by supervisor to obtain 45 clock hours of training in admin, early childhood education, education, or child/youth development in a period to not exceed 6 months from date of hire (Girls Inc. will help create this training plan); and
- Pass required background/criminal checks and submit to fingerprinting.

Must like and relate to children. Preference given to candidates with experience working with children in a structured setting.

Must be at least 19 years old. Preference given to candidates who are 21 years old, possess a valid driver's license, and are accepted as a driver by Girls Inc.'s insurance company.

Equipment/Software Use:

- Computer – basic skills in Google doc
- Classroom tools and supplies as part of program delivery
- Copier
- Agency vehicle – 15 passenger van or mini-bus

Physical Requirements and Working Environment:

- Must be able to sit/stand/walk for extended periods of time.
- Must be able to lift 15 – 20 lbs.
- Able to communicate, to hear clearly, and see clearly.

- High energy required to work with children.
- Some programming with girls is outside.

Schedule:

During the school year, 2:15pm until 7pm Monday through Friday. All-day hours when there are teacher in-service days or school holidays. Summer hours are 7+ hours per day.

Schedules may vary during training weeks. There are occasional opportunities for additional weekend or evening hours.

Supervisor: Associate Director of Programs

Overtime Status: non-exempt

Salary: \$15/ hr.

Send resume & cover letter and/or inquiries to:

Ms. Amber Lewis @

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