



**of Columbus &
Phenix-Russell**

POSITION DESCRIPTION

Position: School and Center-based Program facilitator
Employed By: Program Director / Center Director/Literacy and School Site Program Manager
Reports To: Literacy and School Site Program Manager
Status: Full time, hourly, Monday-Friday, non-exempt

The mission of Girls Inc. of Columbus 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. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls and address the systemic barriers that impede girls' success.

Originally founded as The Girls Club of Columbus, Girls Inc. has educated and empowered girls in Columbus since 1952. Through after school and full day summer programs, as well as a year-round sports program, our \$1.5 million organization annually serves a diverse group of more than 1,700 girls, ages 6 to 18. Girls Inc. of Columbus is an affiliate of Girls Inc., which serves more than 144,000 girls annually through a network of 83 affiliates across the US and Canada.

Job Summary

The School and Center-based Program facilitator is a dual-focused position. This individual will facilitate programming in a school and will be a role model/mentor to girls in school-based programs. This includes promoting their well-being, development, confidence, and success; motivating and inspiring girls to be active participants in program activities; promoting their long-term participation in Girls Inc.; and providing evaluation and feedback to ensure program relevance for girls.

Desired qualities include patience, compassion, consistency, creativity, and motivation to excel. We require direct experience working with girls ages 6-18 and a demonstrable understanding of child development. The Program Facilitator also must demonstrate maturity and have excellent interpersonal, written, and oral communications skills.

Principal Responsibilities

- Prepare and teach research-based, age-appropriate programs and curricula using programming developed by Girls Inc. as the cornerstone of instruction.
- Design and implement mission-related activities and events.
- Serve as a role model for girls, other staff and volunteers, maintaining a high level of professionalism and attention to quality in all aspects of program delivery and work in general.
- Maintain positive outcomes and program/concept comprehension from girls.
- Utilize pre-defined lesson plans, occasionally develops lesson plans, and completes and submits program reports daily.
- Remains current on issues related to girls and children.

- Operates in accordance with the policies and procedures of Girls Inc.
- Works cooperatively with other staff and supervisors.
- Participates in staff meetings and conferences to share ideas and concerns and works collaboratively with other staff to meet agency and program area goals.
- Upholds and enforces Center rules and safety regulations
- Other duties as assigned.

Qualifications

Required

- High school diploma
- 21 or older
- Minimum of one year's experience working in a youth organization or a related field
- Experience working with girls ages 6-18
- Demonstrated ability to communicate effectively and appropriately with children and to foster their engagement in problem-solving and decision-making
- Able to develop and maintain effective working relationships with staff and volunteers, and to facilitate collaboration among people with diverse backgrounds and skill levels
- Flexibility and ability to problem solve
- Strong attention to detail
- Able to work effectively with minimal direct supervision

Preferred

- Undergraduate degree
- Teaching skills and/or experience
- Highly organized, technologically proficient, and creative
- Bilingual Spanish a plus

Conditions of Employment

Employment by Girls Inc. for all positions is contingent upon successfully passing a criminal background check, including a sex offender check, as well as a pre-employment drug screening and a review of Department of Motor Vehicles records as required and allowable by law. Employees hired for positions requiring a valid driver's license must be continuously insurable under the Girls Inc. insurance policy throughout their employment period.

It is the established policy of Girls Inc. to provide equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race, color, national origin, citizenship, religion, pregnancy, sex, sexual orientation, gender identity, age, disability, genetic information, military status, political belief or any other characteristic protected under applicable federal or state law.

I certify that I have read and fully understand the requirements and expectations of this position.

Agreed and Accepted:

Signature

Print Name

Date