



Program Facilitator Job Description

Mission and History

Established in 2007, Girls Incorporated of Westchester County inspires all girls to be strong, smart and bold. We are the local affiliate of Girls Incorporated, a 150-year-old national nonprofit providing more than 140,000 girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face. The Girls Inc. Experience consists of people, an environment and programming that, together, empower girls to succeed. Trained staff and volunteers build lasting mentoring relationships in girls-only spaces that are physically and emotionally safe and where girls find a sisterhood of support with shared drive, mutual respect and high expectations. Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles and improve academic performance. At Girls Inc., girls grow up healthy, educated and independent.

Job Summary and Purpose

Girls Inc. Westchester offers girl-only programs at schools throughout Westchester to help tween and teen girls navigate the real-life challenges they confront during middle and high school and lay the groundwork for healthy, independent and fulfilling futures.

The School-based Program Facilitator is responsible for preparing and delivering Girls Inc. core programming (including health, wellness and sexuality, STEM, media literacy, economic literacy and college and career planning) and leading activities for middle and high school girls. Facilitators are required to work in a collaborative manner with program aides and volunteers to safely and effectively instruct goal-driven lessons, games and activities. This individual will also have a pivotal role in becoming a role model and mentor to girls, promoting their well-being, development, confidence and success; motivating and inspiring girls to be active participants in program activities; promoting their long-term involvement and providing evaluation and feedback to ensure our programs stay relevant to all girls.

Duties and Responsibilities

- Prepare, deliver, track and evaluate programs for our participants
- Create a safe space for girls to explore their values and identities
- Encourage the development of positive peer relationships among program participants
- Assist in recruitment and registration of girls for all Girls Inc. Westchester programs
- Ensure participant safety; follow the agreed-upon protocol for mandated reporting
- As needed, work with other Girls Inc. staff to coordinate guest speakers, field trips, and parent involvement in program activities
- Work to ensure that programs meet goals and objectives and create the desired outcomes, following the direction of the Director of Programs regarding which programs will be offered and to adapt/enhance when necessary
- Record and maintain program, attendance, outcome, and evaluation data in Girls Inc. tools
- Regularly document and share with other Girls Inc. staff highlights and quotables from programs and events in support of funder development and relationship building
- Participate actively in collaborative team exchange of ideas and practices
- Other duties as deemed necessary



Competencies

Curriculum

- Ability to adapt curriculum and structure asset-based lessons that engage and appeal to middle and high school girls in a fun, interactive and empowering learning environment
- Expertise and ability to work independently in the following Girls Inc. program areas: youth development; experiential education; health, wellness and sexuality; STEM; economic literacy; college and career planning; and media literacy, including familiarity with current and popular youth media

Administration

- Organize effectively (track tasks, regularly update calendars and records in Girls Inc. software and work to deadlines)
- Prioritize appropriately and act in keeping with priorities
- Identify and address inhibitors to progress
- Demonstrate expertise with office technologies, especially Microsoft Office, PowerPoint, spreadsheets, and internet resources such as Google Docs
- Interact positively and professionally with school and partner agency site staff
- Provide timely, specific feedback to other stakeholders
- Recognize and manage conflict situations with support from the Director of Programs

Communication Skills

- Motivating and inspirational verbal presentation style
- Ability to encourage genuine and respectful communications among program participants
- Excellent verbal and written skills, as seen in communications with staff, students, parents, and school partners
- Ability to be an effective ambassador, promoting and representing Girls Inc mission to community, funders and Board

Qualifications

Minimum education requirement: Bachelor's Degree (or near completion)

- 1-2 years experience delivering youth leadership programming
- Specialized knowledge in girls' developmental needs and experience a plus
- Demonstrated ability to positively engage pre/adolescent girls
- Ability to work cooperatively in a team environment, sharing information, ideas and effective practices

Additional Information

- Candidate will be expected to travel to program sites throughout Westchester County; Access to a vehicle for travel is required
- Schedule: Typically 2:00- 6:00 PM and some scheduled evening and weekends; weekly in-person Monday staff meetings; 20 hours per week in total
- Ability to lift, carry and transport materials weighing up to 15 lbs
- Part time; Hourly; \$18 - \$20 per hour
- Spanish bilingual a plus