



## Program Facilitator Job Description

**Responsible to:** Program Manager and Operations Manager

**Location:** Long Beach

**Organization:** Girls Inc. of Long Island inspires all girls to be strong, smart, and bold through life-changing programs and experiences that help girls navigate gender, economic, and social barriers. Research-based curricula, delivered by trained, mentoring professionals in a positive all-girl environment equip girls to achieve academically; lead healthy and physically active lives; manage money; navigate media messages; and discover an interest in science, technology, engineering, and math. Learn more about our programs and advocacy at [www.girlsincli.org](http://www.girlsincli.org).

**Summary:** The Program Facilitator ensures that programs and curricula are delivered in a thoughtful effective manner to engage and excite girls; prepares and teaches age appropriate programs/curricula, using national programs as a cornerstone and supplementing with research-based, experiential curricula/programs/activities.

### Responsibilities:

- Plans, prepares and teaches Girls Inc. age appropriate programs/curricula Creates lesson plans and lesson plan summaries weekly; submits lesson plans and lesson plan summaries to the Program Coordinator. Provides statistics, pre- and post-test results, outcomes, and other data to Program Coordinator and Executive Director.
- Serves 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.
- Seeks to maintain high positive outcomes and program/concept comprehension from girls. Modifies, tweaks and retools teaching techniques and lessons, providing individual and small group assistance if necessary to improve outcomes and increase girls' understanding of concepts and lessons.
- Remains current on issues related to girls and children.
- Operates within an approved budget and in accordance with policies and procedures of Girls Inc.
- Participates in staff meetings and conferences to share ideas and concerns and works collaboratively with other staff to meet agency and program area goals.
- Acts as resource for staff about issues for this age group.
- Upholds and enforces rules and safety regulations.

**Work Schedule:** Tuesdays 3:30-5:30pm in Long Beach through June 2017 + paid training and prep time  
\*Possibility of further school year programming and some summer programming.

**Qualifications:** BA degree or in progress preferred; Reliable transportation required.

**Preferred Qualifications:**

- Teaching skills and/or experience;
- Technologically proficient and creative;
- Experience working with girls ages 5-18yrs.

Please include a cover letter when you apply.

**\*\*Women of Color highly encouraged to apply\*\***

**Job Type:** Part-time

**Salary:** \$15.00 /hour

**Required education:** Bachelor's Degree or in progress preferred

**Required experience:** Youth Development: 1 year

**Apply to:** Renee Flagler, Program Manager – [rflagler@girlsinclongisland.org](mailto:rflagler@girlsinclongisland.org)