

WITH YOU IN HER CORNER.

girls
inc.®

Inspiring all girls to be
strong, smart, and boldSM

JOB ANNOUNCEMENT

TITLE: College Readiness Senior Girls Program Leader

DEPARTMENT: Community Programs; High School Programs

PROGRAM: College Access Now!

CLASSIFICATION: Regular, Part-time (26 hours per week) .65 school year

MANDATORY AVAILABILITY: Mon - Thurs 1:30-7:00pm and Friday 10am-2:00pm during the school year with summer schedule to TBD

REPORTS TO: College Readiness Program Coordinator

FLSA STATUS: Exempt

SALARY: \$16.50 per hour with benefits

POSITION AVAILABLE: 7/18/18

APPLICATION DEADLINE:

Girls Inc. seeks a College Readiness Program Leader to support our 12th grade girls to graduate high school, apply for colleges and be ready for a college experience. The group leader will facilitate the college readiness program for 12th graders, build relationships and work one-on-one with the girls and provide academic support. The Senior Girls program leader is responsible for and facilitates the seniors program and workshops designed to: 1) support the development of cognitive skills needed for girls to thrive in college; 2) support the development of key content knowledge; 3) support the development of self-management skills; and 4) increase knowledge about post-secondary education.

We are seeking an experienced and dynamic person able to motivate and support 12th grade girls and to develop dynamic supports for girls and young women. Above all, this person must have the ability to inspire girls, to spark curiosity, creativity, and confidence in girls and young women, to have the capacity to provide a gender-responsive trauma-informed and culturally sensitive approach and to embrace the cultural diversity of the community.

Primary Responsibilities:

- Design and implement weekly school year and summer workshops for high school senior girls
- Develop and maintain relationships with 12th grade girls by demonstrating compassion, respect, and high expectations while assisting them in determining their interests and passions and how that can relate to college and career opportunities
- Support and monitor development of college readiness skills for high school senior girls that will enable their success in post-secondary education
- Review high school schedules/classes to determine if they meet college entry requirements and set a course of action to ensure the girl meets academic requirements for college entry.

- Review grades to determine if they meet college GPA requirements and determine course of action including referring to appropriate support services
- Set goals with girls and action plans around their goals
- Assist in engaging and providing information to parents in planning for girls' college experience
- Assist with the implementation of **college workshops** for girls and parents including: FAFSA and scholarship processes; transition to college workshop series to build on self-management strategies, harm reduction strategies, and knowledge of post-secondary education; college showers; college readiness for parents
- Assist with field trips to colleges, college round tables and the college shower
- Assist with the planning and coordination for sisterhood events

Qualifications and Skill Requirements:

- Associate's Degree and working toward bachelor's degree or Bachelor's degree.
- Experience working with and/or volunteering with high school aged youth and families representing diverse cultures, ethnicities, abilities and sexual orientation.
- Group facilitation, behavioral management and conflict resolution skills gained in a working with adolescent youth.
- Ability to motivate, excite, spark curiosity and self-discovery among young women toward advocacy and civic engagement
- Ability work cross-culturally with co-workers, girls, partners, volunteers and interns
- Ability to create and maintain a culturally responsive, trauma-informed and safe space
- Knowledge of equity issues affecting girls and young women especially around educational equity and access.
- Excellent verbal and written communication skills.
- Must be willing to work occasional evenings and weekends as needed for events.
- Bilingual (English/Spanish/Cantonese) highly desired.
- Collaborative, resourceful, self-motivating, creative, organized, and flexible.
- Knowledge of MS Word, Publisher, Excel, Outlook, Access and/or other data base applications.
- Ability to bend, lift, move up to 15 lbs
- Background clearance from the Department of Justice
- A valid California Driver's License, good driving record, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.

BENEFITS: Employer pays partial of standard medical plan and provides vacation, sick, and holiday pay prorated to employees FTE.

OTHER BENEFITS AVAILABLE: Dental, Voluntary Life, Vision, and Long-term disability available at the employee's expense and the ability to participate in the 403(B) and Flexible Savings Account.

To APPLY: Email resume and cover letter to [Aja Holland, High School Programs Manager at AHolland@girlsinc-alameda.org](mailto:Aja.Holland@girlsinc-alameda.org) talent@girlsinc-alameda.org

Please Note: Employment is contingent upon TB clearance, a valid CA Driver's license, good driving record, clearance of the required fingerprints and criminal background check and showing proof of 48 college units or passing of the Instructors Aide exam.

Girls Incorporated is an Affirmative Action/Equal Opportunity Employer

