

JOB ANNOUNCEMENT

TITLE: Middle School Program Leader

DEPARTMENT: Community Programs

Program: Middle School/All STARS Programs

CLASSIFICATION: Regular, Part-time, 26-28 hours per week

MANDATORY AVAILABILITY: Mon – Fri, 1:00 – 6:00pm

REPORTS TO: Program Coordinator

FLSA STATUS: Non-exempt

SALARY: \$16.00 + Fringe Benefits

Position Available: August 1, 2018

Agency Description

Founded 60 years ago, Girls Inc. of Alameda County is an affiliate of the national Girls Inc., the nation's leading expert on issues affecting girls and young women. Girls Inc. of Alameda County's mission is to inspire girls to be Strong, Smart, and Bold through innovative after school programs that responds to the unique needs of girls aged 5-18. We empower girls in underserved communities, equipping them to navigate gender, economic, and racial barriers while growing into healthy, educated, and independent adults.

Position Overview

The Middle School Program Leader is a dynamic staff person who is able to work directly with middle school age girls to spark academic achievement, motivation, confidence, persistence, and leadership. The Middle School Program Leader will work under the middle school All STARS (Sports, Technology, Academics, Responsibility and Sisterhood) team. The Program Leader is responsible for delivering a 4-5 day per week, after school program for girls attending school in Oakland for the 2018-19 school year. Girls Inc. of Alameda County's All STARS program focuses on the following areas: community involvement and social justice; technology; health; leadership; sports and fitness; and academic achievement. A Girls Inc. Program Leader is professional, creative, flexible, fun, able to communicate with both girls and adults, and is passionate about working with middle school age girls.

Primary Responsibilities:

- Meet with a group of 20 girls 3-5 days per week after school to implement the All STARS program during after school and school day classes
- Create a safe, respectful youth development-learning environment.
- Plan and deliver age appropriate, informal learning curriculum in the areas of technology, sisterhood, leadership, sports, fitness, health, community involvement and social justice, and academic achievement.
- Collaborate with other program staff to create weekly activity plans.
- Provide daily homework assistance.
- Facilitate independence, conflict resolution, and positive risk-taking in girls.

- Participate in occasional evening or weekend events with participants and their families.
- Work closely with Program Coordinator and school site staff to track participants' progress.
- Work as a team member with Coordinator, Manager, and other Program Leaders.
- Communicate with families, teachers, school day staff and administration, volunteers and partners.
- Participate in weekly staff development, supervision, consultations, training, and team meetings.
- Supervise volunteers during the program.
- Maintain organization of classroom and communal supplies and paperwork.
- Effectively utilize prep time to prepare for activities and classroom observation.
- Work occasional evenings and weekends for events with program participants and their families

Qualifications and Skills Requirements:

- Commitment of at least the 2018-19 school year (August 1 – May 31, 2019)**
- Experience working with girls 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**
- 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
- Availability to work occasional evenings and weekends for events.
- A valid California Driver's License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- Bilingual Spanish/English preferred.

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 Stephanie Dietrich, Middle School Programs Manager at sdietrich@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