

# WITH YOU IN HER CORNER.

girls  
inc.®

Inspiring all girls to be  
strong, smart, and bold<sup>SM</sup>

## JOB ANNOUNCEMENT

**TITLE:** College Readiness Junior Girls Program Leader

**DEPARTMENT:** Community Programs

**PROGRAM:** College Access Now!

**CLASSIFICATION:** Regular, Part-time (24 hours per week)

**MANDATORY AVAILABILITY:** Mon – Thurs, 2:00 – 7:00pm and Friday 10am-2:00pm

**REPORTS TO:** College Readiness Program Coordinator

**FLSA STATUS:** Non-Exempt

**SALARY:** \$16.00 per hour with benefits

**POSITION AVAILABLE:** 11/28/18

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Girls Inc. seeks a College Readiness Program Leader to support our 11<sup>th</sup> 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 11<sup>th</sup> graders, build relationships and work one-on-one with the girls and provide academic support. The Junior Girls program leader is responsible for and facilitates the juniors 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 11<sup>th</sup> grade girls and to develop dynamic supports for girls and young women for the 2018-19 school year. 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:

- Facilitate weekly school year and summer workshops for high school junior girls
- Develop and maintain relationships with 11<sup>th</sup> 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 junior girls that will enable their success at high school graduation and 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 prep workshops for girls and parents to build on self-management strategies, harm reduction strategies, and knowledge of post-secondary education; and college readiness for parents.
- Assist with field trips, SAT prep classes, and academic assistance/tutoring
- Assist with the planning and coordination for sisterhood events.
- Perform other duties as needed or assigned.

**Qualifications and Skill Requirements:**

- **Associate's Degree and working toward bachelor's degree or Bachelor's degree.**
- **Commitment of at least the 2018-19 school year (now to May 31, 2019)**
- **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 work cross-culturally with co-workers, girls, partners, volunteers and interns**
- **Ability to create and maintain a culturally responsive, trauma-informed and safe space**
- **Excellent verbal and written communication skills.**
- Knowledge of equity issues affecting girls and young women especially around educational equity and access.
- 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:AHolland@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, showing proof of 48 college units or passing of the Instructors Aide exam.

**Girls Incorporated is an Affirmative Action/Equal Opportunity Employer**