

JOB ANNOUNCEMENT

TITLE: All STARS Multi-Site Program Coordinator

DEPARTMENT: Community Programs Department; Middle School Programs

CLASSIFICATION: Full-time; *Temporary January –July 19, 2019*

REPORTS TO: Middle School Programs Manager

FLSA STATUS: Exempt

SALARY: \$49,500.00

SUPERVISES: 2 part-time Program Leaders (school year) & 2 Program Leaders in summer

LOCATION: Alliance/ECP, GRC, Aurum Prep & Concordia Summer

POSITION AVAILABLE: 1-15-19

Agency Overview

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 respond 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.

Scope of Work

Girls Inc. of Alameda County is seeking a full-time All STARS (Sports, Technology, Academics, Responsibility and Sisterhood) Multi-Site Program Coordinator. The All STARS Multi-Site Program Coordinator is responsible for overseeing the delivery of 4-5 day per week programs for middle school girls at 2 sites: (1) Alliance Academy/Elmhurst Community Prep and (2) the Girls Resource Center at our Downtown Oakland office in the Simpson Center for Girls during the school year (January – May) and the Concordia Summer Program Coordinator (June – July). Girls Inc. of Alameda County's All STARS program focuses on the following areas: sports, technology, health, community engagement and academic achievement, specifically with daily homework assistance. The Coordinator also works as part of a community with Elementary, Middle and High School team to deliver equitable after school program resources.

Primary School Year Responsibilities:

- Plan, design, and evaluate hands-on, intentional curriculum grounded in youth development principles in the areas of sisterhood, sports, STEAM (Science, Technology, Engineering, Arts and Math) in addition to health and nutrition as needed.
- Train, supervise and support 2 part-time program leaders in recruiting and maintaining 15-20 girls per site, in successfully delivering program curriculum at the school and GRC sites, and with effectively utilizing prep time to prepare for activities and classroom/program observation.

- Supervise and support program leaders with facilitating utilizing a trauma-informed and culturally responsive approach and working successfully with girls and their parents/guardians.
- Assist program leaders in providing productive and meaningful daily homework assistance with an emphasis on academic improvement as well as fostering girls' interest in school.
- Work collaboratively with Middle School Programs Manager, program coordinators and leaders to plan and implement the successful operation and growth of the All STARS program across all sites.
- Work collaboratively with school administrators and after school staff to ensure alignment with the school day, quality program delivery and program events.
- Maintain participant demographics and attendance for monthly and year-end written program reports.
- Participate in staff and program team meetings, as well as plan and implement ongoing trainings for 2 part-time program leaders.
- Plan and implement 2 family events per school site, per year.
- Assist Middle School Program Manager in budgeting process and tracking.
- Work occasional evenings and weekend events (as needed or assigned) with participants and their families.
- Supervise and/or support volunteers and interns participating in program.
- Perform other duties as assigned.

Concordia Summer Program Responsibilities:

- Plan, design, and evaluate hands-on, intentional curriculum grounded in youth development principles and covering a wide range of subjects, including health and sexuality, sports and STEAM (science, technology, engineering, arts and math).
- Train, supervise and support 2-4 full-time program staff, 1-2 part-time and volunteers in recruiting girls, delivering program curriculum, coordinating field trips and working successfully with girls and their parents/guardians.
- Work collaboratively with Program Manager, Coordinators, and Concordia Summer Program Leaders to plan and implement the successful operation and growth of the Concordia Summer Program
- Perform other duties as assigned.

Qualifications and Skill Requirements:

- **Bachelor's degree preferred.**
- **Experience working with middle school aged students (minimum 2 years) in after school programming, youth development or educational settings.**
- **Experience working with middle school age youth representing diverse cultures, ethnicities, languages and abilities.**

- **Experience or interest in STEM (science, technology, engineering and math) project-based learning.**
- **Experience supervising staff, including the ability to coach program leaders is preferred.**
- **Experience working with school administration and staff as part of an after school program.**
- **Excellent verbal and written communication skills.**
- 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.
- Experience, knowledge and commitment to designing and managing girl-centered programs grounded in youth development principles.
- Knowledge of equity issues affecting girls and young women of color.
- Experience working with and supporting parents/guardians in their teen’s education, leadership, and self-empowerment.
- Availability to work occasional evenings and weekends for events.
- Knowledge of MS Word, Publisher, Excel, Outlook, Access and/or other data base applications.
- 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.
- Background clearance from the Department of Justice.
- Proof of TB test within last 4 years
- CPR/First Aid Certification
- Ability to bend, lift, move up to 15 lbs.
- Bilingual Spanish/English a plus.

BENEFITS: Employer pays 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 Hada Guzman, Middle School Programs Manager at hguzman@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