



Girls Incorporated®  
of Alameda County

## Girls Inc. of Alameda County After School Elementary Program Leader

### Organizational Overview

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since 1958, we have responded to the unique needs of girls aged 5-18. We empower girls in underserved communities, equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy activities in elementary school, to exciting hands-on science projects in middle school, to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Poised for growth, the Girls Inc. of Alameda County's operating budget is \$6.9M with 110 staff in our downtown Oakland Simpson Center for Girls and in more than 20 schools and satellite centers across Alameda County.

### Position Overview

The Elementary Program Leader is a creative, flexible, fun, professional able to teach a diverse array of concepts, and able to communicate with both students and adults. Above all, this person has the enthusiasm and ability to learn how to deliver curriculum, spark curiosity, creativity and confidence in all students. The Elementary Program Leader is responsible for and delivering high quality academic and enrichment instruction for up to 20 students in gender-specific afterschool classes for the 2018-19 school year.

The Program is an after school literacy and enrichment program that provides an hour of literacy instruction and homework support daily, with other hands-on enrichment activities. Program Leaders deliver a dynamic and structured after-school program for K-5<sup>th</sup> grade youth to build their skills and interest in literacy and their love of reading. Our program serves students in the following East Oakland and San Leandro school communities: Acorn Woodland, Allendale, East Oakland Pride, EnCompass Academy, Horace Mann, Reach Academy, Think College Now/International Community School, and La Escuelita School.

### Major Duties and Responsibilities

- Plan, modify and deliver daily literacy and enrichment lessons to meet program goals for up to 20 students.
- Create a safe, respectful youth development based learning environment.
- Review weekly lesson plans with the Program Site Coordinator prior to delivery.
- Deliver creative and engaging projects to enhance students' learning.
- Deliver lesson plans that are culturally relevant for a diverse population of students.
- Implement lessons aligned with the Common Core State Standards, Youth Development and Trauma Informed practices.
- Organize classroom to facilitate independence, leadership and self-control in students.
- Participate in mandatory weekly staff development, consultation, training, and team meetings.
- Participate in quarterly evening or weekend events with participants and their families.

- Work closely with Program Site Coordinator and school staff to track participants' progress.
- With support, use data to inform academic instruction, literacy activities and small group instruction

### **Qualifications**

- A desire to support students in improving their skills and interest in literacy and academic enrichment subjects.
- Experience working and/or volunteering with elementary-age students.
- Experience with diverse families and communities.
- A desire to work in gender responsive programs
- Effective verbal and written communication skills necessary to work with children, teachers, and volunteers.
- Ability to spark curiosity, creativity, and confidence in students.
- Ability to manage up to 20 students in a safe, respectful environment.
- Open to gaining new knowledge and skills.
- Basic computer skills
- Ability to bend, lift, and move up to 20 lbs.
- Employment is contingent upon showing proof of 48 college units or passing the Instructors Aide test.
- Department of Justice clearance based on fingerprinting submission
- Proof of TB test within the last four years
- Bilingual Spanish/English preferred.

### **BENEFITS:**

Employer pays part 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 your resume to: [talent@girlsinc-alameda.org](mailto:talent@girlsinc-alameda.org)

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