



Girls Incorporated®  
of Alameda County

## Girls Inc. of Alameda County Eureka! Program- Swim 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 Eureka! Teen Achievement Program is an intensive five-year program serving girls in grades 8 – 12, designed to build girls' confidence and skills, prepare them for college success, and foster their career interest in science, math, and technology. During the intensive summer program at Cal State University – East Bay, girls in the first two years of Eureka! Attend daily classes in Innovating with STEM (Science Technology, Engineering and Math) as), sports, swimming, sisterhood, and health and sexuality. The program is enhanced by weekly outdoor educational field trips and special events. Girls in the final 3 years of the program gain valuable career experience by participating in three-day-a week internships at businesses, non-profits, and government agencies throughout the San Francisco Bay Area. During their internship summers girls participate in workshops on developing job skills, exploring non-traditional careers, finalizing their college lists and working on their personal statements. Girls also attend college tours and participate in outdoor educational field trips. The Eureka! Swim instructors is a positive, fun, and active facilitator that is willing to challenge girls to take positive risks and develop their skills in swimming.

### DATES/HOURS:

- Training/Planning: 6/10-6/14 - 30 hours/week as scheduled
- Program Dates: 6/17-7/12 - 30 hours/week during the hours of 8am/8:30am-3pm/4:30pm
- Program Wrap-up: 7/15 - as scheduled

### Major Duties and Responsibilities

A Eureka! Swim Program Leaders work together to teach and plan a four-week, swim curriculum for the 8<sup>th</sup> and 9<sup>th</sup> grade girls at Cal State East Bay Pool. The goal of the swim classes is to create a safe space where girls will be able to explore swimming at different levels from beginner swimmers to advance swimmers. Instructor collaborates closely with the Eureka! Staff team, mentors a Eureka! Intern, and participates in planning and implementing Eureka! Special events.

Specific duties are as follows:

- Prep and teach four weeks of swim classes for first and second-year Eureka girls.
- Facilitate mediations and support staff with behavior management policies.
- Participate in Eureka! Program staff training and program preparation activities
- Create a safe, respectful youth development-learning environment
- Facilitate independence, conflict resolution, and positive risk-taking in girls
- Work closely with Achieve Coordinator and Assistant to track participants' progress and attendance
- Maintain organization of classroom and communal supplies and paperwork
- Effectively utilize prep time to prepare for activities and classroom observation
- Work collaboratively with, supervise, and mentor a teen intern
- Supervise Eureka! participants during breakfast, lunch periods and swimming classes as necessary
- Attend and contribute to daily staff meetings
- Attend, supervise, manage and lead youth groups on weekly field trips
- Assist in planning and implementing activities for Eureka! "Special Events" including: Field Trips; Eurekathon, Celebration, Eureka! Evaluation
- Supervise girls at Cal State East Bay and field trips including behavior management, exercising safety protocols, attendance, and encouraging girls to learn and take risks
- Assist with Eureka! Clean Up, and Eureka! Evaluation
- Other duties as assigned.

### Qualifications

- Experience with swim coaching, swim instruction or competitive swimming
- Current CPR/AED Certification
- Current First Aid Certification
- Enthusiasm and excitement for working with rising 8th and 9th grade girls
- Ability to manage small to mid-size groups of teen girls in a safe, respectful environment.
- Ability to conduct mediations and follow behavior management protocol.
- Understanding of a youth development model
- Knowledge of and commitment to girl-centered programs
- Excellent verbal and written communication skills necessary to work with youth and co-workers.
- High level of cultural awareness with experience working with youth representing diverse cultures, ethnicities, languages, and abilities.
- Bilingual Spanish/English highly desirable, but not essential
- Demonstrated ability to be professional, creative, innovative, and flexible
- Ability to lift 50 lbs.
- Instructor must be available to work all dates of the program
- **Instructor must be available to work all dates of the program**

### DESIRED KNOWLEDGE AND SKILLS

- Bilingual Spanish/English or another language reflective of the diverse East Bay community

**TO APPLY:** Email resume and cover letter to [Hada Guzman, Middle School Programs Manager at HGuzman@girlsinc-alameda.org](mailto:HadaGuzman@girlsinc-alameda.org)

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