

## JOB DESCRIPTION

<b>Job Title:</b>	Middle School Program Leader	<b>Division/Department:</b>	School-Based Programs
<b>FLSA Status:</b>	Non-exempt	<b>Reports to:</b>	Program Coordinator
<b>EEO &amp; WC Code:</b>		<b>Revision Date:</b>	3/2019
<b>Location:</b>		<b>Compensation:</b>	\$16.00 per hour + Fringe Benefits
<b>Supervises Direct OR Indirect:</b>	None	<b>Supervision Category:</b>	Individual Contributor

### Position Overview

The Middle School Program Leader is a dynamic staff person who is able 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 3-5 day per week, after school program for girls attending school in Oakland for the 2019-20 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.

### Major Duties and Responsibilities

- Meet with a group of 20 girls 3-5 days per week after school to implement the All STARS program during after school.
- 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**

- Commitment of at least the 2019-20 school year (July 30<sup>th</sup> – May 29, 2020)
- Experience working with girls and families representing diverse cultures, ethnicities, abilities, gender identity 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.

### **Receipt and Acknowledgement**

I have reviewed, discussed and understand my job description:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

I have reviewed and discuss the responsibilities of the job description with the new employee:

\_\_\_\_\_  
Manager/Supervisor's  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date