

Girls Inc. Special Projects Assistant Coordinator JOB ANNOUNCEMENT

TITLE: Special Projects Assistant Coordinator
DEPARTMENT: School-Based Programs
CLASSIFICATION: Regular Part-time 26 Hours per Week
REPORTS TO: Special Projects Coordinator
FLSA STATUS: Non-Exempt
SALARY: 18.00/hour + Fringe Benefits
SUPERVISES: None
POSITION AVAILABLE: ASAP

APPLICATION DEADLINE: November 2, 2020

SCOPE AND CHALLENGES

Girls Inc. seeks a part-time Special Projects Assistant Coordinator with excellent skills to support the coordination and delivery of a model after school program for elementary and middle school students in Oakland. The Special Projects Assistant Coordinator is professional, creative, flexible, fun, able to facilitate a diverse array of concepts from literacy and STEM (science, technology, engineering and math) to conflict resolution, and able to communicate with both youth and adults. Above all, this person has the ability substitute teach in any K-8th grade after school program classroom, deliver engaging literacy and STEM-related support, and support program leaders to success in the classroom at Elementary and Middle School Program sites. The Special Projects Assistant Coordinator will support program implementation, curriculum development and program quality. They will lead groups of youth and adults at several sites in a dynamic afterschool program that allows students the opportunity to explore diverse, engaging, culturally and developmentally appropriate activities designed to meet physical, social and cognitive needs of all students in a gender specific environment.

PRIMARY RESPONSIBILITIES

- Support the coordination and delivery of all services and supports as listed above.
- Support the Girls Inc. after school programs across sites by substituting for Program Coordinators and Program Leaders as needed.
- Work collaboratively with the Program Coordinator, school day staff, program staff and volunteer staff to identify, recruit, and provide services to 100-120 students in grades K-8.
- Ensure quality programs and instruction by supporting activities and lesson plans of the Program Leaders.
- Support Program Leaders to deliver after-school programming, including Youth Development practices, Social-Emotional Learning practices, Positive Behavior Intervention and Support strategies, literacy strategies and behavior management in a gender specific setting using a trauma-informed approach.
- Assist in the implementation of Common Core and Youth Development practices in curriculum and program facilitation.
- Ensure the safety of all students and staff by complying with and implementing the sites' Emergency Policies and Procedures.
- Effectively utilize prep time to prepare for trainings, activities and substituting
- Track and report program enrollment and attendance daily into Cityspan.
- Support Coordinators and Literacy Specialist in the administration and collection of evaluation tools and assessments.
- Work closely with Program Coordinator to ensure high quality community events for students, families and school community.
- Prepare effective written and printed materials that support the after school community.
- Participate in staff development, consultation, training, and team meetings.
- Attend meetings and trainings monthly and as assigned.
- Understand, train and implement the California State Quality Standards and Weikart Center Youth Program Quality Assessment tool including (but not limited to): attending CQI related meetings/trainings, supporting staff in utilizing the tool, completing Program Quality Assessments, use of reporting software, creating and implementing goals and objectives.
- Perform other duties as assigned.



Girls Incorporated®
of Alameda County

Inspiring all girls to be
strong, smart, and bold™

CONTACT US
(510) 357-5515
www.girlsinc-alameda.org
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ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS

- Bilingual (Spanish/English) highly desirable.
- Ability to motivate, excite and spark curiosity and well-being in students.
- Ability to inspire and motivate adults as well as positively contribute to a team.
- Knowledge and experience in literacy development, STEM, gender specific, youth development and after-school or educational settings desired.
- Knowledge of and commitment to gender-responsive academic programs.
- Experience working with families and supporting family involvement in their children's development and education.
- Knowledge and experience bringing multi-cultural curriculum to the after school environment highly desirable.
- Minimum 2 years of experience working with school-age youth representing diverse cultures, ethnicities, and abilities.
- Extensive experience working in communities representing diverse cultures, ethnicities, languages and abilities.
- Experience and enthusiasm for supporting intensive volunteer involvement
- Ability to communicate effectively orally, auditory, visually, and in writing with youth, teachers, caregivers, coworkers, and volunteers
- A valid California Drivers License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- Proficiency in Ms Office suite applications
- Department of Justice clearance based on fingerprinting submission
- Proof of TB test within the last four years
- 2 years equivalent college credit or IA Exam
- CPR/First Aid Certification
- Ability to bend, lift, move up to 15 lbs

BENEFITS: Employer pays standard medical plan and provides vacation, sick, and holiday pay.

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.

HOW TO APPLY: Send cover letter and resume to Eva Gutierrez Cahill, Program Manager, egutierrez@girlsinc-alamed.org

Girls Incorporated of Alameda County is an Equal Employment Opportunity Employer

**girls
inc.**

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