



## **Middle School Program Leader**

### **About Us**

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by 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 interventions in elementary school and exciting hands-on STEM and STEAM 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. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

### **About the Role**

The Middle School Program Leader is a dynamic staff person who is able work directly with middle school age youth to spark academic achievement, motivation, confidence, persistence, and leadership. The Middle School Program Leader will work with the School-Based Department team. The Program Leader is responsible for delivering a 4-5 day per week, after school program for youth attending school in Oakland for the 2021-22 school year. This programming will be done in person and/or virtually. The delivery model and time of day may be adjusted based on recommendations and requirements from the school district and/or local public health departments. Girls Inc. of Alameda County's middle school program focuses on the following areas: social-emotional development, 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.

### **Job Summary**

- Meet with a group of 20 youth 4-5 days per week after school to implement the after-school program curriculum during after school hours
- Create a safe, respectful youth development-learning environment.

- Plan and deliver age appropriate, informal learning curriculum in the areas of technology, sisterhood/brotherhood, 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 youth.
- 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 in person or virtual evenings and or weekends with program participants and their families.
- Perform other duties as assigned in person or in virtual workspace.

## **About You**

- Commitment of at least the 2021-2022 school year (August 2021 – May 2022)
- Experience working with youth and families representing diverse cultures, ethnicities, abilities 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, youth, 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. of Alameda County.
- Bilingual Spanish/English preferred.

## What We Offer

- Compensation: \$16.50/hour at 26 hours/week
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

## Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

To APPLY Please send resume and cover letter to: talent @ girlsinc-alameda.org.  
For more information about Girls Inc. of Alameda County, please view our website at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)

**\$150 COVID-19 Vaccination bonus** is offered to successful candidates who can provide proof of full vaccination upon hire and or during onboarding.