



Eureka Rookie/Vet 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

Girls Inc. Eureka! Teen Achievement Program is an intensive, 5-year program that builds girls' confidence and skills through hands-on opportunities in math, science, technology, sports, and careers. Serving Alameda County girls, Eureka aims to increase girls' future options for academic achievement and careers, to encourage enrollment in college-bound math and science courses, to promote positive risk-taking, and to assist girls in developing networks of peers and mentors to support their future endeavors.

The Rookie/Vet Program Leader position is a part-time position within the Community Programs Department and on the Eureka team. The Rookie/Vet Program Leader will facilitate engaging STEAM and leadership development programming through hands on activities, field trips, and career exposure to girls in 8th & 9th grade who are enrolled in our 5-year Eureka! Program for the school year. The Rookie/Vet program leader facilitates classes 3 days a week at the Girls Inc. downtown location. The candidate for the Rookie/Vet program leader position will be able to **make a commitment to work for the remainder of the 2021-2022 academic school year** with the ability to provide virtual programming as needed and cultivate empowerment in girls while building strong relationships.

In addition to those duties, all Program Leaders will. The Rookie/Vet program leader will work with peers, supervisor and program manager to support girls' academic progress, coach girls to develop their organization and time management.



Job Summary

- Plan, modify and deliver, in person and/or virtually, STEAM, media literacy and leadership skills development lessons to meet program goals for up to 30-40 students that will spark curiosity, creativity, independence, positive risk-taking and confidence in girls
- Create a safe, respectful youth development-based learning environment in-person or virtually.
- Create and review weekly lesson plans with the Eureka Rookie/Vet Program Coordinator prior to delivery.
- Develop creative and engaging projects to deliver in-person or virtually to enhance students' learning.
- Implement lesson plans that are culturally relevant for a diverse population of students.
- Implement lessons aligned with the Common Core State Standards, Youth Development, trauma-informed and culturally relevant practices.
- Organize classroom to facilitate independence, leadership and self-control in students.
- Participate in quarterly evening or weekend events and fieldtrips with participants and their families.
- Supervise youth at STEAM and Leadership related field trips to technology related businesses, community organizations, museums, etc.
- Work closely with Program Coordinators and school staff to track participants' progress.
- Supervise and support adult and teen volunteers.
- Collaborate with community partners to supplement program activities
- Work as a positive team member of Community Programs and participate in mandatory weekly individual supervision, staff development, consultation, training, department and team meetings.
- Maintain organization of program space, communal supplies and paperwork.
- Effectively utilize prep time to prepare for activities and program observations.
- Assist with administrative tasks as needed including recruitment, orientations, materials organization, and lesson plan preparation.
- Perform other duties as assigned in person or in virtual workspace.

About You

- Commitment to work the remainder of the 2021-2022 academic school year, February – May 2022.
- Ability to work 1:00pm-6:30pm M-TH; 10:00am-2:00pm Fri and some evenings or weekends for events
- Group facilitation skills with middle school youth



- Passion for the mission of Girls Inc. of Alameda County
- Ability to work remotely and facilitate programming virtually as needed.
- Experience in working and/or volunteering with middle school youth
- Ability to spark curiosity, creativity, and to support participants in improving their interest in STEAM subjects, leadership, community service and growth in academic skills
- Experience planning and facilitating youth development programs with girls of color from under-resourced communities
- High level of cultural awareness working with youth representing diverse cultures, ethnicities, languages, and abilities.
- Strong understanding of gender issues affecting girls and young women of color and a commitment to girls-centered programs
- Passion for the mission of Girls Inc. of Alameda County
- Effective verbal and written communication skills necessary to work with children, families, and volunteers.
- Bilingual Spanish/Cantonese/English is a plus
- Candidate must be willing to work evenings and weekends as needed
- Fingerprinting and a criminal background check required for employment
- A valid California Driver's License, good driving record, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc. of Alameda County.

What We Offer

- Compensation: *Base \$16.50 per hour at 26 hours per 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](mailto:talent@girlsinc-alameda.org). For more information about Girls Inc. of Alameda County, please view our website at 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.

