

Eureka! Summer Intern 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 Eureka Summer Intern Program Leader will work collaboratively with the Internship Program Coordinator and Intern Site Liaison to prepare for and implement Eureka! summer programming.

The Eureka Summer Intern Program leader will direct services, facilitate program, track youth project progress and supporting program events, virtual field trips and behavior management of the interns.

They will collaborate closely with the Eureka! Team and Program Coordinator to plan and engage girls in Eureka! while working as a team with program staff/participants in planning and implementing Eureka! field trips and special events.

Job Summary

- Facilitate job readiness lessons in (Communication, Financial Literacy, Career Development, etc.) for groups of 15-17 high school girls.
- Create a safe, respectful youth development-learning virtual environment.
- Participate in staff training and program preparation activities.
- Support in youth mediations and support staff with behavior management policies
- by encouraging independence, conflict resolution, and positive risk-taking in girls.
- Support Eureka! participants during breakfast, lunch periods as necessary.
- Facilitate the delivery of job readiness workshops during Empowerment Thursdays.



- Evaluate special projects and project-based learning interns will be completing over the summer.
- Supervise interns on field trips including behavior management, exercising safety protocols, attendance, and encouraging them to learn and take risks.
- Support in the communication with families re: special events and behavior updates.
- Attend and contribute to daily staff meetings.
- Assist in planning and implementing activities for Eureka “Special Events” including: Field Trips, Eurekathon, and Celebration.
- Perform other duties as assigned in person or in virtual workspace.

About You

- High level of cultural awareness with experience working with youth
- representing diverse cultures, ethnicities, languages, and abilities.
- Knowledge of and demonstrated experience networking, collaborating, and building partnerships with schools, community-based organizations, and the professional community.
- Demonstrated ability to be professional, creative, innovative, and flexible.
- Experience with behavior management and conflict resolution
- Current CPR/AED First Aid Certification
- Enthusiasm and excitement for working with rising 10th and 11th grade girls.
- Ability to manage small to mid-size groups of teens in a safe, respectful virtual environment.
- Knowledge of and commitment to girl-centered programs
- Excellent verbal and written communication skills necessary to work with youth and co-workers
- and prepare lesson plans.
- Ability to lift 50 lbs
- Bilingual (English/Spanish/Cantonese) highly desired but not essential.
- **Instructor must be available to work all dates of the program.**
- 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. 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.

