

## Elementary 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 Elementary Program Leader is a creative, flexible, and fun professional able to teach a diverse array of concepts, and able to communicate with both students and adults. Above all, this person has the enthusiasm and ability to learn how to deliver curriculum, spark curiosity, creativity and confidence in all students. The Elementary Program Leader is responsible for and delivering high quality academic and enrichment instruction in person and/or virtually for up to 10 TK/Kindergarten students in afterschool classes for the 2022-2023 school year. 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.

The Program is a literacy and enrichment program that provides one hour of literacy instruction and homework support daily, with other hands-on enrichment activities.

### Job Summary

- Plan, modify and deliver daily in-person literacy and enrichment lessons to meet program goals for up to 20 students.
- Create a safe, respectful youth development-based learning environment.
- Review weekly lesson plans with the Program Site Coordinator prior to delivery.
- Deliver creative and engaging projects to enhance students' learning.
- Deliver lesson plans that are culturally relevant for a diverse population of students.



- Implement lessons aligned with the Common Core State Standards, Youth Development and Trauma Informed practices.
- Organize in person or virtual classroom to facilitate independence, leadership and self-control in students.
- Participate in mandatory weekly staff development, consultation, training, and team meetings.
- Participate in quarterly in person or virtual evening or weekend events with participants and their families.
- Work closely with Program Site Coordinator and school staff to track participants' progress.
- With support, use data to inform academic instruction, literacy activities and small group instruction
- Support adult and teen volunteers.
- Work as a team member with Program Site Coordinator, Program Manager, and other Program Instructors.
- Communicate regularly with families, teachers, and volunteers.
- Maintain organization of physical or virtual classroom and communal supplies and paperwork.
- Effectively utilize prep time to prepare for activities and classroom observations
- Perform other duties as assigned.

## About You

- A desire to support students in improving their skills and interest in literacy and academic enrichment subjects.
- Experience working and/or volunteering with elementary-age students. • Experience with diverse families and communities.
- A desire to work in gender responsive programs.
- Effective verbal and written communication skills necessary to work with children, teachers and volunteers.
- Ability to spark curiosity, creativity, and confidence in students.
- Ability to manage up to 20 students in a safe, respectful environment.
- Open to gaining new knowledge and skills.
- Basic computer skills.
- Ability to bend, lift, and move up to 20 lbs.
- Employment is contingent upon showing proof of 48 college units or passing the Instructors Aide test.
- Department of Justice clearance based on fingerprinting submission.
- Proof of TB test within the last four years.
- Bilingual Spanish/English preferred.
- Supervise Program volunteers.
- Prepare written and printed materials that support the after-school program and community.
- Participate in staff development, consultation, training, and department meetings as well as plan and implement ongoing supervisions and meetings for Program Leaders.
- Proof of TB test within the last four year



## What We Offer

- Compensation: Base \$17.50 - \$18.50 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 Statement

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.

For more information about Girls Inc. of Alameda County, please view our website at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)

