

## Enrichment 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 Enrichment Program Leader is professional, creative, flexible, fun, 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 deliver curriculum, spark curiosity, creativity and confidence in all students. The Elementary Program Leader is responsible for and delivering high quality enrichment instruction for up to 20 students in gender-specific afterschool classes for the 2022-23 school year. Girls Inc. of Alameda County is looking for Enrichment Instructors with experience teaching the following subject(s): STEM; gardening; visual and performing arts, dance, sports, and/or health and fitness. Candidates with experience teaching enrichment subjects outside of these areas are also encouraged to apply.

### Job Summary

- Plan and deliver daily enrichment lessons in the areas of technology, science, dance, martial arts, visual, performing or creative art, and/or gardening for up to 20 students.
- Create a safe, respectful youth development-based learning environment.
- Create and review weekly lesson plans with the Program Site Coordinator prior to delivery.
- Develop creative and engaging projects to enhance students' learning.
- Create lesson plans that are culturally relevant for a diverse population of students.
- Manage behavior and resolve conflicts between students.



- Organize classroom to facilitate independence and self-control in students.
- Participate in quarterly evening or weekend events with participants and their families.
- Work closely with Program Site Coordinator and school staff to track participants' progress.
- Supervise and support adult and teen volunteers.
- Work as a team member with Program Site Coordinator, Program Manager, and other Group Leaders.
- Communicate regularly with families, teachers, and volunteers.
- Participate in mandatory weekly staff development, consultation, training and team meetings.
- Maintain organization of classroom and communal supplies and paperwork.
- Effectively utilize prep time to prepare for activities and classroom observations.
- Perform other duties as assigned.

## About You

- Educational and/or professional experience teaching technology, science and/or gardening.
- Experience working with elementary-age students required.
- Experience working with diverse families and communities required.
- Effective verbal and written communication skills necessary to work with children, teachers, and volunteers.
- Commitment of at least through the 2020-21 school year.
- 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 semester equivalent college units or passing the Instructors Aid test.
- Department of Justice clearance based on fingerprinting submission
- Proof of TB test within the last four years
- Bilingual Spanish/English preferred.

## What We Offer

- Compensation: Base \$20.00 per hour at 19 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.

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

