

All STARS Multi-Site Program Coordinator

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. of Alameda County is seeking a full-time All STARS (Sports, Technology, Academics, Responsibility and Sisterhood) Middle School Multi-Site Program and Concordia Summer Program Coordinator. The All STARS Multi-Site Program Coordinator is responsible for two distinct in person program areas:

- **August - May:** This person will oversee the delivery of daily programs for middle school girls at 3 in person sites: (1) Elmhurst Community Prep (3) Life Academy and (3) the Girls Resource Center (GRC) at our Downtown Oakland office in the Simpson Center for Girls during the school year.
- **June - July:** This person will oversee the delivery of daily summer programming for middle school girls at Concordia Summer Camp.
- Girls Inc. of Alameda County's All STARS program focuses on the following areas: sports, technology, health, community engagement and academic achievement, specifically with daily homework assistance. The Coordinator also works as part of a community with Elementary, Middle and High School team to deliver equitable after school program resources.

Job Summary

Primary School Year Responsibilities:

- Plan, design, and evaluate hands-on, intentional curriculum grounded in youth development principles in the areas of sisterhood, sports, STEAM (Science,



Technology, Engineering, Arts and Math) in addition to health and nutrition as needed.

- Train, supervise and support 2-3 part-time program leaders in recruiting and maintaining 15-20 girls per site, in successfully delivering program curriculum at the schools and GRC sites, and with effectively utilizing prep time to prepare for activities and classroom/program observation.
- Supervise and support program leaders with facilitating utilizing a trauma-informed and culturally responsive approach and working successfully with girls and their parents/guardians.
- Assist program leaders in providing productive and meaningful daily homework assistance with an emphasis on academic improvement as well as fostering girls' interest in school.
- Work collaboratively with the Programs Manager, program coordinators and leaders to plan and implement the successful operation and growth of the All STARS program across all sites.
- Work collaboratively with school administrators and staff to ensure alignment with the school day, quality program delivery and program events.
- Maintain participant demographics and attendance for monthly and year-end written program reports.
- Participate in staff and program team meetings, as well as plan and implement ongoing trainings for 2 part-time program leaders.
- Plan and implement 2 family events per school site, per year.
- Assist Middle School Program Manager in budgeting process and tracking.
- Work occasional evenings and weekend events (as needed or assigned) with participants and their families.
- Supervise and/or support volunteers and interns participating in program.
- Perform other duties as assigned in person or in virtual work environment.

Concordia Summer Program Responsibilities:

- Plan, design, and evaluate hands-on, intentional curriculum grounded in youth development principles and covering a wide range of subjects, including health and sexuality, sports and STEM (science, technology, engineering, and math).
- Train, supervise and support 2-4 full-time program staff, 1-2 part-time and volunteers in recruiting girls, delivering program curriculum, coordinating field trips and working successfully with girls and their parents/guardians.
- Work collaboratively with Program Manager, Coordinators, and Concordia Summer Program Leaders to plan and implement the successful operation and growth of the Concordia Summer Program. Perform other duties as assigned in person or in virtual work environment.

About You

- Experience working with middle school aged students (minimum 2 years) in after school programming, youth development or educational settings.
- Experience working with middle school age youth representing diverse cultures, ethnicities, languages and abilities.



- Experience or interest in STEM (science, technology, engineering and math) project-based learning.
- Experience supervising staff, including the ability to coach program leaders is preferred.
- Experience working with school administration and staff as part of an after-school program.
- Bachelor's degree preferred (Meet OUSD requirement of a minimum of 48 college units).
- Excellent verbal and written communication skills.
- Ability work cross-culturally with co-workers, girls, 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.
- Experience, knowledge and commitment to designing and managing girl-centered programs grounded in youth development principles.
- Knowledge of equity issues affecting girls and young women of color.
- Experience working with and supporting parents/guardians in their teen's education, leadership, and self-empowerment.
- Availability to work occasional evenings and weekends for events.
- Knowledge of MS Word, Publisher, Excel, Outlook, Access and/or other data base applications.
- 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.
- Background clearance from the Department of Justice.
- Proof of TB test within last 4 years
- 2 years equivalent college credit or IA Exam
- CPR/First Aid Certification
- Ability to bend, lift, move up to 15 lbs.
- Bilingual Spanish/English a plus.

What We Offer

- Compensation: *\$64,480 - \$66,000 annually*
- 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

