



Girls Inc.  
of Greater Indianapolis

## ***Girl Engagement Specialist***

### **Position Description**

Engage girls, ages 6-14, in Girls Inc. summer camp programs and activities, in alignment with the Girls Inc. programming philosophy.

**Supervisor:** Summer Day Camp Coordinator and Director of Programs    **Supervisees:**

- Exempt                       Full-time                       Seasonal  
 Non-Exempt                       Part-time

### **Major Areas of Responsibilities**

#### **Maintaining Girls Inc. Environment**

- Engage girls, ages 6-14, in Girls Inc. summer camp programs and activities, that achieve established outcomes;
- As requested, assist senior program specialists in preparing, planning and delivering programs for girls, ages 6-14;
- Create and maintain an effective learning environment in alignment with Girls Inc. programming philosophy;
- Supervise girls during lunch and bathroom breaks;
- Engage and supervise groups of girls between the ages of 6 and 14 years old on field trips as well as when collaborators and volunteers are delivering programs;
- Plan and implement programs during informal time to girls ages 6-14;
- Supervise and engage girls during informal activity time, while maintaining safety;
- Communicate regularly with summer day camp coordinator regarding needs, problems, injuries, and any other unusual situations;
- Assist in maintaining and cleaning program area before, during, and after activities;
- Complete assigned documentation in relation to job assignment as indicated by summer day camp coordinator.

### **Specific Responsibilities of the Position**

#### **Additional Responsibilities**

- Communicate regularly with summer day camp coordinator; check and respond to voicemail and e-mail on a regular basis;
- Represent Girls Inc. by being punctual and well-prepared at all times;
- Adhere to Girls Inc.'s policies, mission, vision, and standard operating procedures;
- Perform other duties as assigned by supervisor.

### **Required Knowledge, Skills & Abilities**

- Represents Girls Inc. in a professional way in all settings;
- Demonstrates effective interpersonal skills; the ability to establish and maintain effective working relationships, get along with diverse personalities, be tactful, mature, and flexible;
- Committed to professional integrity and ethics;
- Ability to manage multiple priorities and projects, flexible and adaptable in a dynamic environment.

**Inspiring all girls to be strong, smart, and bold<sup>SM</sup>**

Created By: | Last Updated By: Mackenzie Pickerrell | Last Updated: 12/4/2017

## Education & Experience

- Pursuing or achieved a Bachelor's degree in Education, Human Development, Gender Studies, Social Work or related field;
- Ability to work 40 hours per week with availability Monday through Friday between 7:30am and 5:30pm;
- Must be available for training (1 week prior to camp start) and summer day camp (mid-June through mid-July) and camp wrap up (1 week after camp concludes);
- Minimum six months of experience in facilitating programs for groups of youth;
- Skill in working with diverse groups and encouraging cooperative group work;
- Creative and innovative program implementation style;
- Reliable and consistent method of transportation.