



Girls Inc.  
of Greater Indianapolis

## ***Junior Girl Engagement Specialist (High School Student between the ages of 15 and 18 years old)***

### **Position Description**

To assist girl engagement specialists in monitoring and chaperoning girls ages 6 to 14 in alignment with the Girls Inc. programming philosophy.

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Exempt                | <input type="checkbox"/> Full-time            | <input checked="" type="checkbox"/> Seasonal |
| <input checked="" type="checkbox"/> Non-Exempt | <input checked="" type="checkbox"/> Part-time |  |

### **Major Areas of Responsibilities**

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

- Monitor and chaperon girls ages 6 to 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 girl engagement specialists and summer day camp coordinator regarding needs, problems, injuries, and any other unusual situations;
- Maintain and clean 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

- Must have participated in Girls Inc. programs either as a summer camp participant or during the academic year.
- Must be an incoming Sophomore, Junior or Senior high school student during the upcoming school year and 15 to 18 years-old.
- Must have demonstrated prior leadership skills.
- Current Academic GPA 2.8 on 4.0 scale.
- Final candidates must be able to provide Work Permit prior to the 5<sup>th</sup> day of May.
- Ability to work 25 hours per week with availability Monday through Friday between 7:30 a.m. and 5:30 p.m.
- Must be available for training (1 week prior to camp start) and summer day camp (mid June through mid July), 5 hours per day) and camp wrap up (1 week after camp concludes);
- Have an interest or experience in education, summer camp programs or positive youth development.
- Be an advocate for gender, age and racial equity.