



Girls Inc.  
of Greater Indianapolis

## Program Specialist

### Position Description

To plan and deliver Girls Inc. programs for girls, ages 6-18, in alignment with the Girls Inc. programming philosophy.

**Supervisor:** Director of Programs

**Supervisees:**

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

### Major Areas of Responsibilities

#### Delivery of Girl Programs

- Plan and deliver 12-15 programs per program cycle for girls, ages 6-18, that achieve established outcomes;
- Represent Girls Inc. by being punctual and well-prepared at all times;
- Ensure the safety and positive discipline of girl participants;
- Create and maintain an effective learning environment in alignment with Girls Inc. programming philosophy;
- Maintain program materials, required attendance records, delivery of curriculum, outcome measurement activities, and program surveys;
- Enter data pertaining to attendance rosters and outcome measurement activities for each program in a timely manner;
- Cooperate and communicate effectively with program support coordinators and supervisor about the programs' progress, problems, and successes;
- Maintain and clean program area at program partner location before, during, and after activities;
- Return program materials to Girls Inc. when not in use;
- Serve as a positive role model for participants, site contacts, and the community;
- Have availability from 7:30am through 5:30pm, Monday through Friday, with the occasional weekend and evenings.

### Specific Responsibilities of the Position

#### Serve as Young Women in Leadership Program Specialist

- Assist Coordinator in implementation of program;
- Communicate with parents and program participants with intentionality and purpose as outlined in the program framework;
- Share recommendations for program activities that align with established outcomes;
- Assist in recruitment of potential program participants;

#### Serve as Summer Camp Parent Engagement Specialist

- Follow up with parents/guardians expressing concerns regarding girl participants;
- Share updates with parents/guardians regarding participants' involvement in program activities;
- Collect payments from parents/guardians and follow up with parents/guardians regarding balances.

#### Oversee Program Material Process

- Manage the program material supply inventory list;
- Assist the Director of Programs with updating the handout ordering lists for each program cycle;
- Serve as project manager for volunteers that assist with program material process;
- Meet deadlines for program material process calendar.

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

Created By: | Last Updated By: Mackenzie Pickerrell | Last Updated: 03/02/2018

### **Support Program Department**

- Enter data pertaining to attendance rosters, permission slips and outcome measurement activities as requested by supervisor;
- Meet deadlines for entering program data entry as outlined by the agency;
- Share recommendations for program activities and supplies for program materials that align with established outcomes;
- Act as a program substitute for other program facilitators as requested.

### **Additional responsibilities**

- Communicate regularly with Director of Programs;
- Submit all employee timesheets, mileage forms, and other financial forms on a regular basis by agency deadline(s);
- Adhere to Girls Inc.'s policies, mission, vision, and standard operating procedures;
- Participate in meetings, trainings, and conferences to further professional development;
- 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;
- Experience in working with diverse populations, be tactful, mature, and flexible;
- Demonstrates professional ethics and integrity;
- Ability to manage multiple priorities and projects, flexible and adaptable in a dynamic, fast-paced environment.

### **Education & Experience**

- Achieved at least an Associate's degree in Education, Human Development, Gender Studies, Social Work or related field, Bachelor's degree preferred;
- 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;
- Proficient in Microsoft Office and experience in database systems.