



Girls Inc.
of Greater Indianapolis

Program Specialist

Position Description

To plan and deliver Girls Inc. programs for girls, ages 6-14, 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

Delivery of Girl Programs

- Plan and deliver programs for girls, ages 6-14, that achieve established outcomes;
- Prepare program materials and facilitate for groups of girls;
- 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;
- Cooperate and communicate effectively with summer day camp coordinator about the programs' progress, problems, and successes;
- Maintain and clean program area at program partner location before, during, and after activities;
- Serve as a positive role model for girl participants, girl engagement specialists, junior girl engagement specialists, and the community.

Specific Responsibilities of the Position

- Share recommendations for program activities and supplies for program materials that align with established outcomes;
- Act as a program substitute for other program specialists as requested;
- Assist with the program materials process, as needed;
- Communicate regularly with summer camp coordinator; check and respond to voicemail and e-mail on a regular basis;
- Adhere to Girls Inc.'s policies, mission, vision, and standard operating procedures;
- Perform other duties as assigned by supervisor.

Required Knowledge, Skills & Abilities

- Be comfortable facilitating programs for groups of youth between the ages of 6 and 18 years of age;
- Create a Girls Inc. environment during your programs that adheres to the programming philosophy;
- Demonstrated ability to work with diverse personalities, be tactful, mature, and flexible;
- Committed to professional integrity and ethics;
- Exhibits professional verbal, written, and electronic communication, with the ability to adapt communication styles and messages to meet the needs of particular audiences;
- Ability to manage multiple priorities and projects, flexible and adaptable in a dynamic environment.

Inspiring all girls to be strong, smart, and boldSM

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 12 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.