



of Greater Indianapolis

Eureka! Engagement Specialist

Position Description

Engage girls, ages 12-14, in Eureka! summer camp programs and activities, in alignment with the Girls Inc. programming philosophy.

Supervisor: Eureka! Coordinator

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

Major Areas of Responsibilities

Maintaining Girls Inc. Environment

- Engage girls, ages 12-14, in Eureka! summer camp programs and activities;
- Engage and supervise groups of girls between the ages of 12 and 14 years old on field trips as well as when collaborators and volunteers are delivering programs;
- Create and maintain an effective learning environment in alignment with Girls Inc. programming philosophy;
- Ensure the safety and positive discipline of girl participants;
- Maintain a clean program area at program partner location before, during, and after activities;

Delivery of Programs and Activities

- As requested, assist Eureka! coordinator in preparing, planning and delivering programs and activities for girls, ages 12-14, including but not limited to personal development and service learning programs;
- Cooperate and communicate effectively with Eureka! coordinator about the programs' progress, problems, and successes;
- Maintain program materials, required attendance records, delivery of programs and activities, outcome measurement activities, and program surveys;
- Serve as a positive role model for girl participants and the community;
- Represent Girls Inc. by being punctual and well-prepared at all times;

Specific Responsibilities of the Position

- Share recommendations for programs and activities that align with established outcomes;
- Act as a program substitute for other engagement specialists as requested;
- Communicate regularly with Eureka! coordinator;
- 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 12 and 14 years old;
- Demonstrated ability to work with diverse personalities, be tactful, mature, and flexible;
- Demonstrate knowledge in science, technology, engineering, math (STEM);
- Create a Girls Inc. environment during your programs that adheres to the programming philosophy;

Inspiring all girls to be strong, smart, and bold

- 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.

Education & Experience

- Pursuing or achieved a Bachelor's degree in STEM, Human Development, Gender Studies, Social Work or related field;
- Ability to work 40 hours per week with availability Monday through Friday between 7:45am and 5:15pm;
- Must be available for training (June 10 – June 14) and Eureka! summer camp (June 17 – July 12) and camp wrap up (July 15 – July 16);
- 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.