



of Greater Indianapolis

## Eureka! Program Specialist (Summer 2020)

Employment Dates: June 15 – July 20

### Position Description

**Engage girls, ages 12-15, in Eureka! summer camp programs and activities, in alignment with the Girls Inc. Indy programming philosophy.**

*Eureka! scholars participate in a 5-year science, technology, engineering, and math (STEM) focused program that features a 4-week summer camp for rising 8<sup>th</sup> and 9<sup>th</sup> grade students. Eureka! builds girls' confidence and skills through hands-on STEM experiences. Eureka! fosters personal development and college and career readiness, promotes lasting relationships with peers and mentors, and encourages positive risk-taking. This program inspires educational, professional, and personal growth.*

**Supervisor:** Eureka! Coordinator

**Pay Rate:** \$12/hour

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

### Major Areas of Responsibilities

#### Maintaining Girls Inc. Environment

- Engage and supervise girls, ages 12-15, in Eureka! summer camp programs and activities;
- Support and maintain an effective learning environment in alignment with Girls Inc. programming philosophy;
- Ensure the safety of all girl participants;
- Effectively adhere and implement the daily camp schedule;
- Represent Girls Inc. by being punctual and well-prepared.

#### Delivery of Programs and Activities

- Assist Eureka! Coordinator in preparing programs and activities for girls ages 12-15, including but not limited to personal development and service-learning programs;
- Independently facilitate Girls Inc. programs for girls ages 12-15, 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.

### Specific Responsibilities of the Position

- Adhere to Girls Inc.'s policies, mission, vision, and standard operating procedures;
- Serve as a positive role model for girl participants and the community;
- Perform other duties as assigned by supervisor.

### Required Knowledge, Skills & Abilities

- Comfortable facilitating programs for groups of youth between the ages of 12 and 15 years old;
- Creative and innovative program implementation style;
- 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 audiences;

Inspiring all girls to be strong, smart, and bold

- Ability to manage multiple priorities and projects, flexible and adaptable in a dynamic environment.
- Ability to maintain mobility for extended periods of times;
- Ability to lift up to 25 lbs.

### **Education & Experience**

- Pursuing or achieved a bachelor's or associates degree in Education, Human Development, Gender Studies, Social Work, Psychology, Science, Technology, Engineering, Math, or related field;
- Knowledgeable in science, technology, engineering, math (STEM) preferred;
- Minimum 12 months of experience in facilitating programs for groups of youth preferred;

### **Availability**

- Ability to work up to 40 hours per week with availability Monday through Friday between 7:30am and 5:30pm;
- Must be available for training (June 15 – June 19) and Eureka! summer camp (June 22 – July 17) and camp wrap up (July 20);