

***Junior Girl Engagement Specialist  
(High School Student between the ages of 16 and 18 years old)***

Employment Dates – June 8 – July 14, 2020

**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:** Program Support Coordinators

**Pay Rate:** \$8/hour

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

**Major Areas of Responsibilities**

**Maintaining Girls Inc. Environment**

- Create and maintain an effective learning environment in alignment with Girls Inc. programming philosophy;
- Ensure the safety of all girl participants during programming time, informal time, field trips, lunch, and recess;
- Communicate regularly with Program Support Coordinators regarding needs, problems, injuries, and any other unusual situations;
- Effectively adhere and implement the daily camp schedule.

**Support and Delivery of Programs and Activities**

- Supervise, engage, and provide behavior management for girls, ages 6-14, in Girls Inc. summer camp programs and activities, that achieve established outcomes;
- Plan and implement daily informal time activities;
- Maintain program materials, program area, as well as any required program records.

**Specific Responsibilities of the Position**

- Communicate regularly with Program Support Coordinators;
- 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**

- Comfortable interacting and supervising youth between the ages of 6 and 14 years old;
- 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;
- 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>**

- Ability to maintain mobility for extended periods of times;
- Ability to lift up to 25 lbs.

## Education & Experience

- Preference given to candidates that have been involved in Girls Inc. programs in the past;
- Must be an incoming sophomore, junior or senior high school student during the upcoming school year and 16 to 18 years-old;
- Must have demonstrated prior leadership skills;
- Final candidates must be able to provide a work permit;
- Have an interest or experience in education, summer camp programs or positive youth development;

## Availability

- Ability to work up to 25 hours per week with availability Monday through Friday between 7:30am and 5:30pm;
- Must be available for training (June 8 – June 12) and summer camp (June 15 – July 10) and camp wrap up (July 13).