

Summer Program Specialist
Employment Dates: June 7 - July 12, 2021

Position Description

To plan and deliver Girls Inc. programs for girls, ages 6-14, in alignment with the Girls Inc. programming philosophy.

Supervisor: Program Support Coordinators

Pay Rate: \$12/hour

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

Responsibilities of the Position

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;
- Follow and implement health and safety organization guidelines.

Support and Delivery of Programs and Activities

- Plan and independently facilitate Girls Inc. programs for girls ages 6-14, that achieve established outcomes;
- Supervise, engage, and provide behavior management for girls, ages 6-14, in Girls Inc. summer camp programs and activities, that achieve established outcomes;
- Maintain program materials, program area, as well as any required program records;
- Cooperate and communicate effectively with the Program Support Coordinators about the programs' progress, problems, and successes;
- Serve as a positive role model and coach for Junior Girl Engagement Specialists.

Additional Responsibilities

- Submit employee timesheets, and other required forms on a regular basis by agency deadline(s);
- Communicate regularly with Summer Camp 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

- Highschool diploma or equivalent;
- Minimum 12 months of experience in working with groups of youth;

- Skilled in working with diverse groups and encouraging cooperative group work;
- Reliable and consistent method of transportation.
- Comfortable facilitating programs for groups of youth between the ages of 6 and 14 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;
- 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.

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 7 – June 11) and summer camp (June 14 – July 9) and camp wrap up (July 12).

Interested candidates please email resume and cover letter to Caryn Davis, Program Manager at cdavis@girlsincindy.org.
Girls Inc. of Greater Indianapolis is an equal opportunity employer.