

## **Eureka! Support Specialist (Summer 2021)**

Employment Dates: June 14<sup>th</sup> – July 9<sup>th</sup>

### **Position Description**

**Engage girls, ages 12-16, 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 summer camp for rising 8<sup>th</sup> through 10<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  
**Hours Per Week:** 40 hours

- Exempt                       Full-time                       Seasonal  
 Non-Exempt                       Part-time

### **Major Areas of Responsibilities**

#### **Maintaining Girls Inc. Environment**

- Engage and supervise girls, ages 12-16, in Eureka! summer camp programs and activities;
- Support an effective learning environment in alignment with Girls Inc. programming philosophy;
- Effectively adhere and implement the daily camp schedule;
- Implement daily arrival & lunch procedures;
- Ensure the safety of all girl participants;
- Maintain a clean and sanitized program environment.

#### **Support of Programs and Activities**

- Assist Eureka! Program Specialists in facilitating programs and activities for girls ages 12-16, including but not limited to personal development and STEM-learning programs;
- Cooperate and communicate effectively with Eureka! Coordinator & Eureka! Program Specialists 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**

- Maintain a clean and sanitized program environment;
- Support Eureka! Program Specialists;
- 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 12 and 16 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;
- Ability to be flexible and adaptable in a dynamic environment.
- Ability to maintain mobility for extended periods of times;
- Ability to lift up to 25 lbs.
- 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 preferred;
- Knowledgeable in science, technology, engineering, math (STEM) preferred;
- Minimum 6 months of experience in working with groups of youth.

## 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<sup>th</sup> – June 11<sup>th</sup>) and summer camp (June 14<sup>th</sup> – July 9<sup>th</sup>) and camp wrap up (July 12<sup>th</sup>).