



Girls Inc.
of Greater Indianapolis

Seasonal Program Specialist

Position Description

To plan and deliver Girls Inc. programs for girls, ages 6-18, in alignment with the Girls Inc. programming philosophy.

Supervisor: Program Manager

Supervisees:

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

Major Areas of Responsibilities

Delivery of Girl Programs

- Plan and deliver programs for girls, ages 6-18, that achieve established outcomes;
- Represent Girls Inc. by being punctual and well-prepared at all times;
- Ensure the safety and positive discipline of girl participants;
- Create and maintain an effective learning environment in alignment with Girls Inc. programming philosophy;
- Maintain program materials, required attendance records, delivery of curriculum, outcome measurement activities, and program surveys;
- Enter data pertaining to attendance rosters and outcome measurement activities for each program in a timely manner;
- Cooperate and communicate effectively with program support coordinators and supervisor about the programs' progress, problems, and successes;
- Maintain and clean program area at program partner location before, during, and after activities;
- Return program materials to Girls Inc. when not in use;
- Serve as a positive role model for participants, site contacts, and the community;
- Have availability from 7:30am through 5:30pm, Monday through Friday, with the occasional weekend and evenings.

Specific Responsibilities of the Position

Support Program Department

- Enter data pertaining to attendance rosters, permission slips and outcome measurement activities as requested by supervisor;
- Meet deadlines for entering program data entry as outlined by the agency;
- Share recommendations for program activities and supplies for program materials that align with established outcomes;
- Assist in recruitment of potential program participants;
- Act as a program substitute for other program facilitators as requested.

Assist with Program Material Processes

- Manage the program material supply inventory list;
- Assist the Program Manager with updating the handout ordering lists for each program cycle;
- Meet deadlines for program material process calendar.

Additional responsibilities

- Communicate regularly with Program Manager;

Inspiring all girls to be strong, smart, and bold

Created By: | Last Updated By: Caryn Davis | Last Updated: 04/17/2020

- Submit all employee timesheets, mileage forms, and other financial forms on a regular basis by agency deadline(s);
- Adhere to Girls Inc.'s policies, mission, vision, and standard operating procedures;
- Participate in meetings, trainings, and conferences to further professional development;
- Perform other duties as assigned by supervisor.

Required Knowledge, Skills & Abilities

- Represents Girls Inc. in a professional way in all settings
- Demonstrates effective interpersonal skills;
- Experience in working with diverse populations, be tactful, mature, and flexible;
- Demonstrates professional ethics and integrity;
- Ability to manage multiple priorities and projects, flexible and adaptable in a dynamic, fast-paced environment.

Education & Experience

- Achieved at least an Associate's degree in Education, Human Development, Gender Studies, Social Work or related field, Bachelor's degree preferred;
- Minimum six months of experience in facilitating programs for groups of youth;
- Skilled in working with diverse groups and encouraging cooperative group work;
- Creative and innovative program implementation style;
- Reliable and consistent method of transportation;
- Proficient in Microsoft Office and experience in database systems.

Interested candidates please submit resume and cover letter to Caryn Davis, Program Manager at cdavis@girlsincindy.org.