



Eureka! Summer Camp Facilitator
Employment Dates: June 6th, 2022 – July 11th, 2022

Position Description

The mission of Girls Inc. of Greater Indianapolis is to inspire all girls to be strong, smart, and bold. We empower girls to be confident in themselves, prepared for their futures, and ready to take their place in the world. With this goal in mind, the Eureka! program was designed as a five-year, STEM-based program to engage and empower middle and high school girls to see themselves as an important part of the workforce of the future. Eureka! builds girls' confidence and skills through hands-on STEM experiences, fosters personal development and college & career readiness, and promotes lasting relationships with peers and mentors. The Eureka! Summer Camp Facilitator engages girls in all Eureka! activities and assists Eureka! Coordinators in delivering impactful programming to participants.

Supervisor: Eureka! Coordinator

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

Major Areas of Responsibility

Creating and Maintaining the Girls Inc. Environment (30%)

- Actively and positively engage with and supervise participants, ages 12-16, in the Eureka! summer camp program
- Create and support an effective learning environment in alignment with Girls Inc. programming philosophy
- Effectively adhere to and implement the daily camp schedule
- Ensure the safety of all participants

Support of Programs and Activities (60%)

- Facilitate high-quality programs and activities for girls ages 12-16, including but not limited to personal development and STEM-learning programs
- Engage with stakeholders (including families, partners, collaborators, and volunteers) to help maintain clear communication, develop rapport, and cultivate relationships
- Cooperate and communicate effectively with Eureka! Coordinators about the programs' progress, challenges, and successes
- Collect and monitor attendance records and administer outcome measurement surveys in accordance with the Eureka! outcome strategy

Additional Responsibilities (10%)

- Be punctual and prepared for trainings and scheduled shifts
- Adhere to Girls Inc.'s policies, mission, vision, and standard operating procedures
- Respond to changes in environment by adapting daily activities and programs as needed
- Perform other duties as assigned by supervisor

Required Knowledge, Skills & Abilities

- Passion for youth development, gender equity, and a strong advocate for girls'/womens' issues
- Ability to lead, coach, and empower teams and partnerships to meet outlined goals and objectives
- Excellent skills in developing and maintaining collaborative relationships with diverse stakeholders
- Ability to design and implement programs focusing on needs for elementary and middle school students
- Ability to think critically and make decisions based on agency mission and strategic direction
- Effective communication skills with the ability to adapt communication styles and messages to meet the needs of specific audiences
- Ability to manage multiple priorities and be adaptable in a dynamic, fast-paced environment – all while maintaining a girl-centered approach

Preferred Knowledge, Skills & Abilities

- Pursuing or achieved a bachelor's or associates degree in science, technology, engineering, math (STEM), humanities, social sciences, or related field
- Knowledgeable in science, technology, engineering, math (STEM)

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 6th – June 10th) and summer camp (June 13th – July 8th) and camp wrap up (July 11th)

Application Instructions

Interested candidates should submit resume to eureka@girlsincindy.org with the subject line of **Eureka! Summer Camp Facilitator by February 20th, 2022**