



of Greater Indianapolis

Program Facilitator

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, we partner with schools in Marion County to provide engaging and relevant curricula to participants, ages 6-14 through the Outreach and EmpowerHub programs. We are seeking Program Facilitators to serve first and foremost as role models for participants, while also delivering Girls Inc. content in an engaging and responsive way.

Supervisor: Program Coordinator
Pay Rate: \$14/hour
Hours Per Week: 10-25 hours per week (depending on availability). Must have availability Monday-Friday, between the hours of 7:30am-5:30pm

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

Major Areas of Responsibilities

Delivery of Girl-Focused Programs

- Plan and deliver programs for girls, ages 6-14, that achieve established outcomes;
- Ensure the safety of all program participants, including utilizing a trauma-informed approach and positive reinforcement for behavior management
- Create and maintain an effective learning environment in alignment with Girls Inc. programming philosophy
- Maintain program materials, required attendance records, outcome measurement activities, and program surveys
- Communicate regularly with Program Coordinator(s) about the programs' progress, challenges, and successes
- Maintain a clean program area at program partner location
- Serve as a positive role model for participants, site contacts, and the community

Specific Responsibilities of the Position

Support Program Department

- Share recommendations for program activities and supplies for program materials that align with established outcomes
- Assist in recruitment of potential program participants

Additional responsibilities

- Communicate regularly with the Program Coordinator
- Submit all employee timesheets and mileage 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

- Enjoy engaging with and leading youth between the ages of 6-14
- Ability to manage multiple priorities and be adaptable in a dynamic, fast-paced environment – all while maintaining a girl-centered approach
- Demonstrate effective interpersonal skills; the ability to establish and maintain effective relationships with diverse stakeholders, including participants, families, and school partners
- Represent Girls Inc. in a professional way in all settings, including being punctual and well-prepared to facilitate the program
- Minimum six months of experience in facilitating programs for groups of youth
- Reliable and consistent method of transportation

Application Instructions

Interested candidates should submit resume and cover letter to careers@girlsincindy.org.