



Summer Camp Girl Engagement Specialist
Employment Dates: June 6, 2022 – July 11, 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. The Summer Camp Girl Engagement Specialist cultivates and maintains a girl-centered program environment, consistent with the Girls Inc. experience.

Supervisor: Summer Camp Coordinators
\$10/hour

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| <input type="checkbox"/> Exempt | <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Seasonal |
| <input checked="" type="checkbox"/> Non-Exempt | <input type="checkbox"/> Part-time | |

Major Areas of Responsibility

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

- Actively and positively engage with and supervise participants, ages 6-14
- 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%)

- Engage with stakeholders (including families, partners, collaborators, and volunteers) to help maintain clear communication, develop rapport, and cultivate relationships
- Cooperate and communicate effectively with Summer Camp Coordinators about the programs' progress, challenges, and successes
- As requested, assist Program Facilitators in preparing and delivering programs for participants
- Supervise participants during lunch and bathroom breaks
- Engage and supervisor groups of participants during all programming, including Girls Inc. curricula, program collaboration workshops, and field trips
- Plan and implement programs during informal time
- Assist in maintaining and cleaning program area before, during, and after activities

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

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 summercamp@girlsincindy.org with the subject line of **Girl Engagement Specialist by March 25, 2022.**