



Junior Girl Engagement Specialist
(High school student between 16-18 years old)
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. The Junior Girl Engagement Specialist supports summer camp participants and staff to create an inclusive and empowering environment.

Supervisor: Summer Camp Coordinator
\$8/hour

- 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 6-14, in the 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%)

- Supervise, engage, and provide behavior management for girls, ages 6-14, in alignment with the Girls Inc. philosophy
- Plan and implement daily informal activities
- Maintain program materials, program area, as well as any required program records

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
- Comfortable interacting with and supervising youth between the ages of 6 and 14 years old
- Demonstrated ability to work with diverse personalities, be tactful, mature, and flexible

- 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

Education & Experience

- Preference given to candidates that have been involved in Girls Inc. programs previously
- Must be an incoming sophomore, junior or senior in high school and between the ages of 16 and 18 years old
- Must have demonstrated leadership skills
- Final candidates must be able to provide a work permit

Availability

- Ability to work 25 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 their resume to summercamp@girlsincindy.org with the subject line of **Junior Girl Engagement Specialist** by **March 25, 2022**.