



of Greater
Indianapolis

Eureka! Program Specialist (Summer 2023)

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. Eureka! is a 5-year science, technology, engineering, and math (STEM) focused program that features a summer camp for rising 8th through 10th grade students. Eureka! builds girls' confidence and skills through hands-on STEM experiences. The program also fosters personal development and college and career readiness, promotes lasting relationships with peers and mentors, and encourages positive risk-taking. Eureka! inspires educational, professional, and personal growth.

The Eureka! Program Specialist engage girls, ages 12-16, in Eureka! summer camp programs and activities, in alignment with the Girls Inc. Indy programming philosophy.

Supervisor: Eureka! Coordinator

Pay Rate: \$14/hour

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

Major Areas of Responsibilities

Maintaining Girls Inc. Environment

- Engage and supervise girls, ages 12-16, in Eureka! summer camp programs and activities;
- Support an effective learning environment in alignment with Girls Inc. programming philosophy;
- Effectively adhere and implement the daily camp schedule;
- Implement daily arrival & lunch procedures;
- Ensure the safety of all girl participants;
- Maintain a clean and sanitized program environment.

Support of Programs and Activities

- Assist Eureka! Coordinator and Program Specialists in facilitating programs and activities for girls ages 12-16, including but not limited to personal development and STEM-learning programs;
- Cooperate and communicate effectively with Eureka! Coordinator & Eureka! Program Specialists about the programs' progress, problems, and successes;
- Support program partners and collaborators in the facilitation of program activities and workshops;
- Maintain program materials, required attendance records, delivery of programs and activities, outcome measurement activities, and program surveys.

Additional Responsibilities of the Position

- Support Eureka! Program Specialists and Eureka! Coordinator;
- Represent Girls Inc. by being professional, punctual, and well-prepared at all times;
- Adhere to Girls Inc.'s policies, mission, vision, and standard operating procedures;
- Perform other duties as assigned by supervisor.

Inspiring all girls to be strong, smart, and bold

Required Knowledge, Skills & Abilities

- Comfortable interacting and supervising youth between the ages of 12 and 16 years old;
- Demonstrated ability to work with diverse personalities, be tactful, mature, and flexible;
- Experience working with diverse populations and demonstrated commitment to diversity, equity, inclusion, and belongingness;
- Committed to professional integrity and ethics; and establishing and maintaining a safe, inclusive environment for all participants;
- Exhibits professional verbal, written, and electronic communication;
- Ability to be flexible and adaptable in a dynamic environment;
- Ability to maintain mobility for extended periods of times;
- Ability to lift up to 25 lbs.

Education & Experience

- Pursuing or achieved a bachelor's or associates degree in Education, Human Development, Gender Studies, Social Work, Psychology, Science, Technology, Engineering, Math, or related field;
- Knowledgeable in science, technology, engineering, math (STEM) preferred;
- Minimum 12 months of experience in facilitating programs for groups of youth preferred;

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 5th – June 9th, summer camp June 12th – July 7th (OFF June 19th & July 4th), and camp wrap up the week of July 10th.

Application Instructions

Interested candidates should submit cover letter and resume to careers@girlsincindy.org with the subject line of “Eureka! Program Specialist”.

To learn more about the Eureka! program, visit: <https://www.youtube.com/watch?v=pHRkrL189ss>