



of San Diego County

Youth Program Facilitator

Program Facilitator – Girls Inc. of San Diego County (North County)

Pay Range: \$18.00 - \$20.00 (DOE)

Send Resume/Cover Letter to: ericka.wells@girlsincsd.org

Your Opportunity

Girls Inc. of San Diego County (GISD) is seeking a **part-time Youth Program facilitator (up to 10 - 15 hrs.)** who will inspire girls to be strong, smart and bold. The Program Facilitator will report to the Program Manager. The Program Facilitator will primarily work in North County.

With your drive to champion girls and their position in society, you will improve the well-being of girls in San Diego by helping them build life skills, inspiring them to go to college and encouraging them to explore the fields of Science, Technology, Engineering and Math (STEM).

The Ideal Candidate

Your positive attitude, empathy and caring for teens comes through in all you do. You believe in the Girls Inc. mission and that all girls have the right to be confident in themselves and be safe in the world. During all your interactions, you will:

- serve as a positive role model and create a **pro-girl** environment for youth
- mentor girls to make their own positive choices
- lead fun, hands-on lesson plans and activities that deliver on the Girls Inc. experience
- work in partnership with principals, counselors, site contacts and other individuals who are essential to sustaining an outreach program model
- seek opportunities to learn from the Program Coordinator and deepen your knowledge of the Girls Inc. program model

Your Responsibilities

- Fully participate in program training and shadowing to onboard and learn about the Girls Inc. experience and ideals

- Commit to lead hybrid (in-person and online) programs utilizing Girls Inc.'s research-based curricula and take the lead on creating new and interesting content (needs weekend availability, at least 3-4 hrs)
- Document outcomes and attendance for each program at the end of the semester and record in the GISD participant tracking database
- Actively recruit teens to participate in programs; maintain attendance at 90% or better
- Create calendars, newsletters, and social media content with the guidance of Program

Coordinate

- Engage with teens in one on one and group settings for academic support and mentoring
- Communicate with parents, school partners and prospective partners on Girls Inc. related programs and workshops
- Participate in Girls Inc. field trips (2 – 3 field trips a year) during the evening or some weekends.

Facilitate

1. Facilitate programs, workshops, series and events in a girls-only, pro-girl environment using the six essential elements of the Girls Inc. experience.
2. Provide one on one mentoring and academic support to girls as needed.
3. Plan and deliver lesson plans for up to 20 students per class. Virtually or in-person.
4. Create a fun and interactive experience to girls by developing and modeling standard agreements for behavior and conflict resolution skills; teaching girls the rules and strategies of the games, and recruiting disengaged girls to participate
5. Must conduct pre and post assessments of participants. These track the outcomes of impact and knowledge.
6. Recruit and retain participants in Girls Inc. programs. Facilitator can host recruitment events, open workshops, incentivize, and create flyers to share with school contacts.

Research

1. Develop curriculum or lesson plans that align with the Girls Inc. mission and can be facilitated through the Experiential Learning Cycle.
2. Update facts, statistics or numbers in Girls Inc. curriculum that may be outdated before facilitating to Girls Inc. participants. All sources must be reliable and research-based.
3. Research and outreach to potential guest speakers and panelists when curriculum deems it necessary.

Data Tracking

1. Maintain data collection and comply with Compass 360 policy.
2. Manage surveys, SSBOS inputs, AMAT, participant household information, program delivery calendar and attendance.

Additional Responsibilities

1. As a mandated reporter, reports suspected child abuse to ED (or SLE), and School Principal in accordance with California Law
2. Communicates often with teacher, staff, parents and volunteers to inform them of Girls Inc. related events, activities, and program
3. Participate in facilitator and curricula trainings offered by national to
4. Participate in team meetings, one on one meetings with direct supervisor to communicate program updates, progress and challenges

Qualifications

- **Associates degree in psychology, social work, youth development or similar field preferred.**
- **Previous experience working or volunteering for mentoring programs or organizations that serve youth populations between the ages of 8 and 18, two years minimum.**
- **Background in advocacy, social justice curriculum and/or experience in advancing policies preferred.**
- Willingness to lead programs in underserved areas with limited resources
- Must have experience with research, creating lesson plans and workshops
- Must be able to work independently with minimal supervision
- Must be organized, detail-oriented and have strong problem-solving experience
- Must participate in a background check before accepting position