



Mission and History

Established in 2007, Girls Incorporated of Westchester County inspires all girls to be strong, smart, and bold. We are the local affiliate of Girls Incorporated, a 150-year-old national nonprofit providing more than 140,000 girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face. The Girls Inc. Experience consists of people, an environment, and programming that, together, empower girls to succeed. Trained staff and volunteers build lasting, mentoring relationships in girls-only spaces that are physically and emotionally safe and where girls find a sisterhood of support with shared drive, mutual respect, and high expectations. Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles, and improve academic performance. At Girls Inc., girls grow up healthy, educated, and independent.

Job Summary and Purpose

Girls Inc. Westchester offers girl-only programs at schools throughout Westchester to help 'tween and teen girls navigate the real-life challenges they confront during middle and high school and lay the groundwork for healthy, independent, and fulfilling futures. We provide after school programming at six schools in Westchester County. In partnership with schools, we focus on the development of the whole girl. She learns to value herself, take risks, and discover and develop her inherent strengths. The combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to navigate gender, economic, and social barriers, and grow up healthy, educated, and independent.

The School-based Program Facilitator is responsible for preparing and delivering Girls Inc. core programming (including health, wellness & sexuality, STEM, media literacy, economic literacy, and college and career planning), mentoring, and activities for middle and high school girls. Facilitators are required to work in a collaborative manner with program aides and volunteers to safely and effectively instruct goal driven lessons, games, and activities. This individual will also have a pivotal role in being a role model/mentor to girls, promoting their well-being, development, confidence, and success; motivating and inspiring girls to be active participants in program activities, promoting their long-term involvement and providing evaluation and feedback to ensure our programs stay relevant to all girls.

Duties and Responsibilities

- Program Preparation, Delivery, and Evaluation
- Create a safe space for girls to explore their values and identities
- Encourage the development of positive peer relationships among program participants
- Assist in recruitment and registration of girls for all Girls Inc. Westchester programs
- Ensure participant safety; follow the agreed-upon protocol for mandated reporting
- Communicate concerns about program effectiveness and safety
- As needed, work with other Girls Inc. program staff to coordinate guest speakers, field trips, and parent involvement in program activities
- Work to ensure that programs meet goals and objectives and create the desired outcomes, following the direction of the Director of Programs regarding which programs will be offered and to adapt/enhance when necessary
- Record and maintain program, attendance, outcome, and evaluation data; share with supervisor
- Other duties as deemed necessary



Competencies

Curriculum

- Ability to adapt curriculum to engage middle and high school girls in a fun, interactive, and empowering learning environment
- Expertise and ability to work independently in the following Girls Inc. program areas: youth development and experiential education; health, wellness & sexuality, STEM; economic literacy; college and career planning; media literacy and familiarity with current and popular youth media

Administration

- Ability to organize effectively (track tasks and work to deadlines)
- Prioritize appropriately and act in keeping with priorities
- Able to identify and address inhibitors to progress
- Expertise with office technologies, especially Microsoft Office, spreadsheets, and internet resources such as Google docs
- Interact positively and professionally with school and partner agency site staff
- Provide timely, specific addressable feedback with other stakeholders
- Recognize conflict situations; listen with intention; work to establish common ground and resolution

Communication Skills

- Motivating and inspirational verbal presentation style
- Ability to encourage genuine and respectful communications among program participants
- Excellent verbal and written skills, as seen in communications with students, parents, partners

Organizational Culture

- Embrace the Girls Inc. mission to inspire all girls to be strong, smart, and bold
- Support Girls Inc.'s asset-based philosophy of building on strengths, rather than focusing on deficits

Qualifications

Minimum education requirement: Bachelor's Degree

- 1-2 years experience delivering youth leadership programming
- Specialized knowledge in girls' developmental needs and experience a plus
- Capacity to positively engage pre/adolescent girls
- Ability to work cooperatively in a team environment, sharing information and effective practices

Additional Information

- Candidate will be expected to travel to program sites throughout Westchester County; Access to a vehicle for travel is required
- Schedule: Typically 2:00- 6:00 PM and some evening and weekends; weekly staff meetings; 20 hours per week
- Part time; Hourly; \$18 - \$20 per hour
- Spanish bi-lingual a plus