



Inspiring all girls
to be strong,
smart, and bold

Girls Inc. of the Valley
P.O. Box 6812
Holyoke, MA 01041

Tel: 413.532.6247

girlsincvalley.org

JOB POSTING: Program Facilitator/Group Leader: EEC After- School -(FT)

SCHEDULE: 30 hours/week; generally, between the hours of 12pm-6pm Mon-Fri, some evenings or weekends with advanced notice; schedule subject to change

STARTING SALARY: \$17.72/ hour

SUMMARY *Girls Inc. of the Valley is seeking creative, energetic individuals who are passionate about inspiring all girls to be strong, smart, and bold!* Research-based curricula, delivered by trained professionals, equip girls to achieve academically; lead healthy and physically active lives; manage money, navigate media messages; and discover an interest in science, technology, engineering, art, and math. Girls Inc. of the Valley is an independent affiliate of the national Girls Inc. organization, the nation's leading expert on issues affecting girls and young women.

POSITION DESCRIPTION: EEC After-School facilitators deliver programs for girls aged 5 – 12, in grades K – 6th, related to literacy, science, technology, engineering and math (STEAM); academic success, economic literacy and health and wellness including but not limited to puberty, healthy relationships, and introducing healthy sexuality topics. In conjunction with Site Coordinator, develop innovative school day, after school, evening and weekend programs; assist with program scheduling; collaborate with community organizations; provide communication with families. Facilitators will deliver programs in schools, at our program site, and virtually, coordinating a girl-centered learning environment that instills the mission of Girls Inc.

QUALIFICATIONS:

- Passion for the Girls Inc. mission
- Commitment to the educational goals of programs and activities
- High School diploma or GED; with 9-months supervised work experience in an early education setting, out of school environment preferred, or one-practicum college credits; OR 3-months supervised work experience and Associate's or Bachelor's Degree
- Be at least 18 years of age
- Have a suitable Background Record Check (BRC)
- Complete Staff Orientation
- Create and/or update your Professional Qualifications Registry (PQR)- *prior to assuming the role*
- Complete EEC Essentials 2.0 *prior to assuming the role*
- 2 years' experience with supervised work in a summer program or out-of-school environment, early childhood development or a related field.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to diffuse and manage stressful situations.
- Ability to communicate, support and work with students with diverse backgrounds and abilities.
- An awareness of and commitment to the educational and cultural benefits of social justice education and cross-culturally adept environments.
- Bilingual (Spanish) highly desired

Certificates/License and/or Registrations:

- Valid driver's license preferred. Position requires ability to drive a 15-passenger van and participate in youth-directed activities and outings.
- First Aid/CPR certification, preferred, or a willingness to attend training.

TO APPLY:

Please send a cover letter, résumé, and names/contact information of three references to Kim Colwell, Executive Assistant, at kcolwell@girlsincvalley.org. Applications accepted on a rolling basis. Posting will be removed when position is filled.