



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

Site Coordinator: EEC After School Program

SCHEDULE 40 hours/week; generally, between the hours of 10am-6pm Mon-Fri, some evenings or weekends with advanced notice; schedule subject to change

STARTING SALARY: \$22.45 - Full time/Non-Exempt

ORGANIZATIONAL OVERVIEW:

Girls Inc. of the Valley delivers life-changing programs that inspire 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 (STEAM). 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.

**Girls Inc. of the Valley welcomes youth who identify as girls regardless of their assigned sex at birth, and those who are exploring their gender identity or expression during their time at Girls Inc. This position maintains our commitment to gender equality and justice by welcoming all youth who experience gender-based oppression (including but not limited to transgender girls, cisgender girls, transmasculine youth and non-binary individuals).*

POSITION DESCRIPTION:

Reporting to the Associate Executive Director of Center Based Programs, the Site Coordinator will be responsible for leading the delivery of innovative, content-rich elementary programs for girls ages 5-12 years, in grades K-6. The Site Coordinator will build relationships with area schools and community partners to implement school day, after-school, site-based and virtual programs in alignment with our mission of inspiring all girls to be strong, smart, and bold. The Site Coordinator will ensure the implementation of effective administrative systems including member enrollment, data tracking, program evaluation, and organizational policies and procedures. The Site Coordinator will work in collaboration with the Associate Executive Director of Center Based Care to supervise EEC After-School Program staff, interns and volunteers. Responsibilities include screening, interviewing, hiring, and training employees; planning, assigning, and supporting work.

As a strong supervisor and leader in the organization, the Site Coordinator will have the ability to inspire and encourage creativity among staff and program participants, and foster participation in program planning, problem solving and decision-making.

QUALIFICATIONS:

- Passion for the Girls Inc. mission
- An awareness of and commitment to social justice education and promoting diversity, equity and inclusion within the organization including support for gender equity, reproductive justice, trans rights and anti-racism
- Associate degree, bachelor's degree preferred; with 9-12-months supervised work experience in an early education setting, out of school environment preferred or 1 practicum college credits and with at least one year in a supervisory role
- Be at least 21 years of Age,
- Have a suitable Background Record Check (BRC)
- High level of comfort and skill with computer applications, technology, and Microsoft Suite
- Valid driver's license, with good driving record, and ability to drive a 15-passenger van
- Sense of humor and ability to roll with the ever-changing nature of working with youth
- Bilingual (Spanish/English) and/or bicultural candidates given favorable consideration
- Create and/or update your Professional Qualifications Registry (PQR)- *prior to assuming the role*
- Complete EEC Essentials 2.0 *prior to assuming the role*

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.