



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 Youth Development: Program Facilitators STARTING SALARY: \$17.72 per hour

Come grow with us! Girls Inc. of the Valley is expanding, and we are seeking creative, energetic individuals who are enthusiastic about inspiring all girls to be strong, smart, and bold!

POSITION DESCRIPTION: Program Facilitators lead high quality programs for Girls Inc. participants in our Holyoke Program Center and in our school-based programs throughout Holyoke, Chicopee, and Springfield. Primary responsibilities include group facilitation and group management, program development, and administrative tasks. Programs take place primarily during the school day and after-school hours. Some evenings and weekend hours will be required with advance notice.

GENEROUS BENEFITS:

- Option for 100% employer- paid health and life insurance – coverage on the first day of employment for all full-time employees (30 + hours per week)
- Dental and vision insurance available at an affordable cost
- Generous Paid Time off -including Vacation, Wellness, Sick, Holidays and Birthday
- Employer retirement contribution partial match
- \$1,000 differential for bilingual (Spanish/English) staff
- Regular staff appreciation events and professional development opportunities

EEC Licensed After School Programs | 2 full time – 30 hours per week- positions available.

Deliver programs to students, ages 5-11, at our new center, complete with Maker Space, Community Room, and Library! Develop and deliver innovative programs, assist with scheduling; collaborate with community organizations; provide communication with families.

Due to licensing requirements, applicants must create and/or update Professional Qualifications Registry (PQR) and Complete EEC Essentials 2.0 prior to assuming the role.

College and Career| 4 part-time positions available- up to 20 hours per week

Create and implement college and career readiness programs for 7th-12th graders. Encourage youth to see college as a realistic part of their future and provide opportunities and skills to make that vision a reality. Programs will have a strong focus on STEM and college preparedness including supporting the college application process (college tours, scholarships, and more!).

School Based | 1 full-time- 40 hours per week / 1 part time (20 Hours) position available

Programs take place at area schools throughout Springfield, Chicopee, and Holyoke. Lead programs with a focus on our recognized Comprehensive Sexual Health curriculum along with programs that support, advocacy, STEM, economic literacy, leadership development and life skills.

QUALIFICATIONS:

- Passion for Girls Inc. Mission.
- High School diploma or GED; with 9-months work experience in an early education setting, out of school youth development program, or one-practicum college credits; OR 3-months supervised work experience and associate or bachelor's Degree.
- Be at least 18 years of age and a successful CORI and SORI.
- Ability to support and work with students with diverse backgrounds and abilities.
- Computer literacy including Microsoft Office (Word, Outlook, Excel, PowerPoint, Teams)
- Must maintain a valid driver's license. Position requires ability to drive program vans.
- First Aid and CPR certified, or a willingness to attend training.

TO APPLY: Send a cover letter ***clearly stating the position(s) you would like to be considered for***, résumé, and names/contact information of three references Aleks Calloway, Program Administrative Assistant at Acalloway@girlsincvalley.org