



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: APPLY NOW for Summer and Year-Round Program Facilitator Positions
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 Eureka! Summer & College and Career Readiness (CCR), EEC Licensed After School Program, 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 summer months, 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
- Up to \$1,000 differential for bilingual (Spanish/English) staff
- Regular staff appreciation events and professional development opportunities

EEC Licensed After School Programs | Summer & Year-Round positions available.
30-40 hours per week.

Deliver programs to students, ages 5-14, 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.

Eureka! Summer CCR | Summer positions available- up to 6 weeks for 40 hours per week.

This summer position, has the potential to transition into a year-round position, plays a lead role in implementing a Eureka! summer program centered on college and career readiness for students in grades 7–12. The facilitator will deliver interactive programming with a strong emphasis on STEM engagement, college preparedness, and skill-building. Responsibilities include supporting college and career-focused sessions, assisting with program and transportation coordination (e.g., guest speakers, college exposure activities), and fostering a positive, inclusive environment. This role is suited for individuals with experience in youth development who can commit to a more intensive summer schedule.

School Based | Full and Part-time positions available- 40 hours per week

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 the ability to complete 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: Submit a cover letter clearly stating the position(s) you would like to be considered for, along with your résumé and the names and contact information of three professional references. Please also include your available start date in your application materials. All documents should be sent to Aleks Calloway, Program Administrative Assistant, at Acalloway@girlsincvalley.org.