

Girls Inc. of Chattanooga

Job Description

Program Coordinator

Reports To: Director of Program Operations

FSLA Status: Hourly / Non-Exempt



The mission of Girls Inc. of Chattanooga (Girls Inc. of Chatt) is to inspire and equip all girls to be strong, smart, and bold leaders within their families, their community and society. Originally founded as The Girls Club of Chattanooga, Girls Inc. has educated and empowered girls to grow up healthy, educated, and independent since 1961. Through in-school and after school programming, seasonal camps, and special events, our organization annually serves more than 800 girls, ages 6 to 18.

Girls Inc. of Chattanooga is an Equal Opportunity Employer.

Job Description:

The Program Coordinator is primarily responsible for maintaining quality programming through developing and implementing programs and activities and managing the day-to-day operations of Girls Inc. programming at the designated site(s).

Essential Duties and Responsibilities:

- Recruits program participants for age and content specific programming
- Develops and delivers outcome-based activities and curriculum
- Develops and facilitates activities for program participants
- Oversees effective day-to-day operations of designated program
- Motivates and inspires girls to be actively engaged in all program and activities
- Responsible for managing interns/volunteers in the pro-girl environment and supervising all volunteer correspondence with Manager of Outreach and Engagement
- Responsible for cultivating and maintaining productive relationships with participants, parents, and partners
- Responsible for transporting program participants to programming and field trips
- Attends regular staff development, team meetings and trainings
- All other duties as assigned

Knowledge, Skills & Abilities:

- Passionate about the mission of the organization, the community, diversity/inclusion and serving in a pro-girl environment (gender specific; girls only)
- Ability to work cooperatively and collaboratively with staff, families and community partners
- Proficient in Microsoft Office and data entry on various software
- Highly detail oriented and organized
- Excellent written and verbal communication skills
- Takes initiative and demonstrates effective problem-solving skills

Girls Inc. of Chattanooga

Job Description

Program Coordinator

Reports To: Director of Program Operations

FSLA Status: Hourly / Non-Exempt



- Ability to demonstrate a high level of ethics, integrity, and respect

Experience & Qualifications:

- 3+ years of demonstrable experience working with school-age youth (classroom, behavioral, social emotional learning management)
- Minimum requirement of a 2 to 4-year college degree
- Must have reliable transportation as day to day work travel will be needed
- Must be eligible to obtain an F-endorsement
- Must be eligible to obtain training certification in First Aid/CPR
- Must be flexible to work Monday through Friday during school day hours, up to 7 p.m., with occasional weekend hours as needed
- Must be able to occasionally lift up to 30-50lbs of equipment or supplies for various needs
- Bilingual (verbal and written), a plus

The Program Coordinator is a full-time position, between 30-40 hours per week, with benefits. Compensation is determined based on experience, degree of education and level of expertise.

Interested parties are asked to e-mail a resume, cover letter, and list of professional references to jobs@girlsincofchatt.org. Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to the Girls Inc. main office at 423-624-4757.