



of Westchester County

## **PROGRAM FACILITATOR (part-time)**

### **Job Description**

Girls Inc. Westchester is looking for energetic, enthusiastic women with excellent communication and organizational skills to deliver programs and lead activities for girls ages 9-16 in after school and weekend programs throughout Westchester County.

#### **Mission and History**

Established in 2007, Girls Incorporated of Westchester County inspires all girls to be strong, smart, and bold. We are the local affiliate of Girls Incorporated, a 150-year-old national nonprofit providing more than 140,000 girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face. The Girls Inc. Experience consists of people, an environment and programming that, together, empower girls to succeed. Trained staff and volunteers build lasting mentoring relationships in girls-only spaces that are physically and emotionally safe and where girls find a sisterhood of support with shared drive, mutual respect, and high expectations. Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles and improve academic performance. At Girls Inc., girls grow up healthy, educated, and independent.

#### **Job Summary and Purpose**

Girls Inc. Westchester offers girl-only programs at schools throughout Westchester to help tween and teen girls navigate the real-life challenges they confront during middle and high school and lay the groundwork for healthy, independent, and fulfilling futures.

The Part-Time Program Facilitator (10- 15 hours per week) must be able to lead after-school programming in schools throughout Westchester County. School programs run from September through June. The Program Facilitator ensures that programs and curricula are delivered in a thoughtful effective manner to engage and excite girls. The Program Facilitators prepares and teaches age-appropriate curriculum on-site at schools across Westchester County, with a target focus of serving girls grades 4th - 12th. Curriculum is provided and facilitators should be prepared to supplement with research-based, experiential curricula/programs/activities as necessary. A successful facilitator serves as a role model for girls, other staff, and volunteers, maintaining a high level of professionalism and attention to quality in all aspects of program delivery, recruitment, and reporting.

#### **Qualifications**

- Associate Degree required; Bachelor's Degree preferred
- Bilingual skills preferred
- Reliable transportation required (Must be able to drive to and from site(s))

- Classroom management experience/facilitators skills
- Experience working with youth, especially ages 9 - 16
- Adaptable and flexible attitude
- Technology proficient and creative
- Reliable and consistent method of transportation

COVID-19 considerations:

Facilitators are required to wear a mask in a large group setting.

Pay Rate: \$16.00 - \$20.00 per hour

Interested parties are asked to e-mail a resume, cover letter, and list of professional references to [ssmithrodriguez@girlsincwestchester.org](mailto:ssmithrodriguez@girlsincwestchester.org). Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to the Executive Director at [ssmithrodriguez@girlsincwestchester.org](mailto:ssmithrodriguez@girlsincwestchester.org)