



Inspiring all girls to be strong, smart & bold

Girls Incorporated of Alameda County

All STARS Program Leaders Job Announcement

Position Title: All STARS Program Leader, (PT)
Reports to: Middle School Program Coordinator

Agency Background

Founded 50 years ago, Girls Incorporated of Alameda County is an affiliate of the national Girls Incorporated, the nation's leading expert on issues affecting girls and young women. Through innovative programs and cutting edge research, Girls Inc. is leading the effort to inspire all girls to be strong, smart and bold. Program areas include literacy development, health and sexuality, leadership and community action, math and science enrichment, sports and fitness, plus culture and heritage.

Girls Inc. seeks an experienced and dynamic staff person, able to motivate and support staff as well as work directly with middle school age girls, to spark academic achievement, motivation, persistence, leadership and competency building in the above mentioned program areas.

Nature of Positions

Girls Inc. is seeking five (5) All STARS (Sports, Technology, Academics, Responsibility, and Sisterhood) Program Leaders. The All STARS Program Leaders are responsible for delivering a four day per week after school program for girls attending EXPLORE College Preparatory School in Oakland. Girls Inc.'s All STARS program focuses on the following program areas: community involvement; technology project-based learning in a variety of subject areas; health, leadership, sports and fitness; and academic achievement, specifically with daily homework assistance. A Girls Inc. Program Leader is **professional, creative, flexible, fun, and able to communicate with both girls and adults. Above all, this person has the ability to spark curiosity, creativity and confidence in young girls.**

Primary Responsibilities:

- Meet with a group of 15 girls four to five days per week after school to implement the Middle School Program.
- Create a safe, respectful youth development-learning environment.
- Plan and deliver age appropriate, informal learning curriculum in the areas of technology, sisterhood, leadership, sports, fitness, health; leadership; community involvement; and academic achievement/enrichment for girls.
- Collaborate with other program staff to create weekly activity plans.
- Provide daily homework assistance.
- Facilitate independence, conflict resolution, and positive risk-taking in girls.
- Participate in occasional evening or weekend events with participants and their families.
- Work closely with Program Coordinator and school site staff to track participants' progress.
- Work as a team member with Site Coordinator, Program Manager, and other Leaders.

- Communicate weekly with families, teachers, and volunteers.
- Participate in weekly staff development, consultation, training, and team meetings.
- Supervise volunteers during the program; provide volunteer timesheets to Volunteer Manager on a weekly basis.
- Maintain organization of classroom and communal supplies and paperwork
- Effectively utilize prep time to prepare for activities and classroom observation

Qualifications:

- **Experience working with middle school aged students required.**
- Experience working in single-sex, gender-equity programs preferred.
- Bilingual Spanish/English highly desirable.
- Experience working with diverse communities required.
- Communication skills necessary to work with youth, teachers, coworkers, and volunteers.
- High School Graduate (minimum). A.A. degree or some college preferred.
- Commitment of one year.
- Ability to spark curiosity, creativity, and confidence in young girls.
- Employment is contingent upon a clean driving record, valid California Driver's License, access to a reliable vehicle, and proof of automobile liability insurance.

Training: Program Coordinators and Manager will provide general training about Girls Inc., its mission and policies, as well as specific training in the Girls Inc. curriculum and strategies for working with middle school age girls.

Commitment: All STARS Program Leader position is 25 hours per week, including direct service, weekly meetings, preparation, and training time. Applicants must be available to work during after-school Monday through Friday and have some morning and evening flexibility to attend meetings, trainings, and program events.

Salary: \$15.23 per hour. \$50/month Bilingual pay differential, if applicable.

Benefits: Program Leaders receive partial benefits, including vacation, sick leave, holidays and partial dental and medical.

Start Date: Between August 11th – 18th, 2008

To Apply: Send cover letter and resume to:

Girls Incorporated
 13666 East 14th St.
 San Leandro, CA 94578
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 Fax: (510) 357-5112
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Girls Inc. is an equal opportunity employer. Women of color encouraged to apply.