



Inspiring all girls to be strong, smart & bold

## Girls Incorporated of Alameda County

### GIRLStart Group Leader Job Announcement

**Position Title:** GIRLStart Group Leader  
**Reports to:** Program Site Coordinator

#### Agency Background

Girls Incorporated of Alameda County is a private, non-profit corporation, which for 50 years has provided quality programs for girls, young women and families. Through cutting-edge programs, Girls Inc. is leading the effort to help every girl become strong, smart and bold. Program areas for informal education include careers and life planning, math and science enrichment, literacy development, health and sexuality, leadership and community action, sports and fitness, self-reliance and life skills, and culture and heritage.

#### Nature of Positions

A Girls Inc. Group Leader is professional, creative, flexible, fun, able to teach a diverse array of concepts from literacy to conflict resolution, 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.

#### GIRLStart Group Leader

Deliver a dynamic, structured, after-school literacy program for Kindergarten through grade 3 girls that seeks to build girls' self esteem and achieve grade level reading at selected schools in Oakland and San Leandro.

#### Primary Responsibilities

- Implement daily GIRLStart lessons
- Plan and deliver small group literacy/self-esteem/enrichment support for 15 girls
- Create a safe, respectful youth development based learning environment
- Create and review weekly lesson plans with the Program Site Coordinator prior to delivery and lead activities in some of the following areas: literacy, sports, science, math and conflict resolution
- Develop creative and engaging projects to enhance girls' learning
- Create lesson plans that are culturally relevant for a diverse population of girls
- Manage behavior and resolve conflicts between girls
- Provide daily homework assistance
- Organize classroom to facilitate independence and self-control in girls
- Participate in quarterly evening or weekend events with participants and their families.
- Work closely with Program Site Coordinator and school staff to track participants' progress
- Supervise and support adult and teen volunteers
- Work as a team member with Program Site Coordinator, Program Manager, and other Group Leaders
- Communicate regularly with families, teachers, and volunteers
- Participate in mandatory weekly staff development, consultation, training and team meetings
- Maintain organization of classroom and communal supplies and paperwork
- Effectively utilize prep time to prepare for activities and classroom observations

#### Qualifications

- Experience working with elementary-age students required

- Experience working with diverse families and communities required
- Effective verbal and written communication skills necessary to work with children, teachers and volunteers
- A.A. degree or some college required, BA/BS preferred
- Commitment through the 2008-2009 school year
- Ability to spark curiosity, creativity, and confidence in young girls
- Ability to manage 15 girls in a safe, respectful environment
- Open to gaining new knowledge and skills
- Basic computer skills (access to own computer and printer preferred)
- Bilingual Spanish/English highly desirable

### **Training**

Program Site Coordinators and Program Managers will provide general training about Girls Inc., its mission and policies, as well as specific training in the Girls Inc. curriculum and in strategies for working with elementary school age girls. (GIRLStart Group Leaders will be required to attend monthly literacy development training)

### **Commitment**

30 hours a week; 12.5 – 17.5 hours in direct service, plus preparation, closure, staff meetings and training. Must be available after-school Monday through Friday and two weekday mornings per month. In addition, group leaders are required to attend some evening and weekend family events and on-going trainings.

**Salary:** \$15.23/hour. Bilingual stipend upon passing both a written and oral exam.

**Benefits:** Partial benefits are offered including medical and dental, vacation, sick leave, and holidays.

**Fingerprinting and a criminal background clearance and negative TB test required.  
Valid CA driver's license, access to a car and insurance required.**

**To apply:** Submit a résumé to Erin Walton:  
[ewalton@girlsinc-alameda.org](mailto:ewalton@girlsinc-alameda.org)

### **Sealed official transcripts must be sent to:**

Pat Swartz  
GIRLStart Program Manager  
Girls Incorporated  
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San Leandro, CA 94578

Girls Inc. is an Equal Opportunity Employer.  
For more information about Girls Inc., please go to our web site at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)