

Gear Up Program Leader Job Announcement

Position Title: Gear Up Program Leader

Reports To: Advocacy & Leadership Program Manager

Agency Background

Founded 50 years ago, Girls Incorporated of Alameda County (Girls Inc.) is an affiliate of the national Girls Incorporated, the nation's leading expert on issues affecting girls and young women. Cutting-edge programs, ranging from science and math education to leadership training, are offered at over 45 school and community based sites throughout Alameda County, primarily in Oakland and San Leandro, with over 7,000 girls and families being served annually. Girls Inc.'s mission is to inspire all girls to be *strong, smart, and bold*.

Position Description

Girls Inc. is seeking an experienced and dynamic program leader to facilitate a middle school leadership program that explores girls' strengths, family dynamics, cultural heritage, connections with community, healthy lifestyles and choices, peer pressure and social and physical challenges.

Primary Responsibilities:

- Recruitment and participate in outreach efforts to secure 15 Gear Up program participants
- Design and deliver leadership curriculum to 15 girls at Muir and Bancroft Middle Schools in San Leandro
- Enhance or adapt existing curricula and lesson plans that are developmentally and culturally-appropriate and spark interest in learning about leadership
- Create a safe, respectful, and youth development based learning environment
- Manage participants' behavior using a variety of techniques including but not limited to positive reinforcement, modeling, conflict resolution, and parent involvement
- Participate in quarterly evening/weekend events with participants and their families
- Work as a team member with Advocacy & Leadership team, SMART Program staff, and other Girls Inc. staff
- Build one on one relationships with girls and their families and provide referrals as needed
- Participate in one on one supervision and other meetings as needed

Qualifications:

- Experience working with middle school youth
- Bilingual Spanish/English highly desirable
- Experience working with diverse families and communities
- Effective verbal and written communication
- High school degree or some college required, BA/BS preferred

- Ability to work collaboratively with SMART instructor to ensure effective service delivery
- Ability to implement tasks and activities independently
- Ability to spark curiosity, creativity, and confidence in youth
- Ability to manage small groups of middle school age girls in a safe, respectful environment
- Open to learning and growing as a youth worker
- Basic computer skills

Training: Site Coordinators and Program Managers will provide two weeks of general training about Girls Inc. mission and policies, as well as specific training in curriculum and strategies for working with middle school age students.

Commitment:

This is a part-time, 20 hour a week position. The Gear Up Program Leader will need to have some flexibility in his/her schedule and be available from 2:30-6:30pm for after-school programming Monday through Thursday. S/he must also be available some evening and weekends for special events.

Start Date: August 18, 2008

Salary: \$15.23 per hour depending on experience and qualifications.

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

**Fingerprinting and a criminal background clearance required.
Valid CA driver's license, car and insurance required.**

To apply, send résumé and cover letter to:

Katie Burrill

Advocacy & Leadership Program Manager

13666 East 14th Street

San Leandro, CA 94578

kburrill@girlsinc-alameda.org

Or fax to: 510-357-5112.

Girls Inc. is an affirmative action/equal opportunity employer. For more information about Girls Inc., please visit our web site at www.girlsinc-alameda.org