

Elementary Lead Site Program Coordinator

About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

About the Role

Girls Inc. seeks a full-time Elementary Site Coordinator with excellent skills to coordinate and deliver a model in person and/or virtual program for 110-140 elementary students in Oakland. The delivery model will be based on recommendations and requirements from the school district and/or local public health departments. The coordinator will oversee a daily in person or virtual academic and enrichment program that allows students the opportunity to explore diverse, engaging, culturally and developmentally appropriate activities designed to meet physical, social and cognitive needs of all students in a gender specific environment.

Job Summary

- Coordinate and deliver all services and support as listed above.
- Work collaboratively with school day staff, program staff and volunteer staff to identify, recruit, and provide services to 110-140 students in grades TK-5.
- Hire, train, supervise, coach and support 6-7 part-time program staff in delivering intentional program curriculum grounded in Youth Development principals, and in working successfully with girls and their parents/guardians.
- Assist in the implementation of Common Core standards in the academic curriculum and program.
- Ensure quality programs and instruction by supporting and overseeing activity and lesson plans of the Program Leaders.



- Support Program Manager and Literacy Specialist in the administration and collection of literacy assessments.
- Work closely with Program Manager to ensure high quality community events for students, families and school personnel.
- Assist Program Manager in budgeting process and tracking.
- Ensure the safety of all students and staff by complying with and implementing the sites' Emergency Policies and Procedures.
- Supervise Elementary Program volunteers.
- Prepare written and printed materials that support the in person or virtual program and community.
- Participate in staff development, consultation, training, and team meetings as well as plan and implement ongoing supervisions and meetings for Program Leaders.
- Support the Elementary Department to offer year-round professional development to Elementary Program Leaders
- Build and strengthen school site relationships through regular meetings with school staff and after school partners to ensure program is operating effectively and is aligned with the school day.
- Attend Student Success Team (SST), Individualized Education Program (IEP) meetings and other meetings that concern students enrolled in the in person or virtual program at the school site.
- Attend Oakland Unified School District (OUSD) and Oakland Fund for Children and Youth (OFCY) Coordinator meetings and trainings monthly and as assigned.
- Understand, train and implement Continuous Quality Improvement including (but not limited to): attending related meetings/trainings, coaching staff in utilizing the tool, completing Program Quality Assessments, use of reporting software, creating and implementing goals and objectives.
- Coordinate after school collaborative, complying with contract requirements for programming, attendance and other areas as needed.
- Perform other duties as assigned in person or in virtual work environment.

About You

- Bachelor's degree preferred (Meet OUSD requirement of a minimum of 48 college units).
- Bilingual (Spanish/English) desired.
- Ability to motivate, excite and spark curiosity and well-being in students.
- Ability to inspire and motivate staff as well as build and manage a team.
- Knowledge and experience in literacy development, youth development and after-school or educational settings required.
- Experience supervising staff, including the ability to coach group leaders.
- Knowledge of and commitment to designing single gender responsive academic programs.
- Experience working with families and supporting their involvement in their student's development and education.



- Knowledge and experience bringing multi-cultural curriculum to the after-school environment highly desirable.
- 2 years' experience working with elementary school-age youth representing diverse cultures, ethnicities, and abilities.
- Experience and enthusiasm for supporting intensive volunteer involvement
- Ability to communicate effectively orally, auditory, visually, in writing and via computer with youth, families, teachers, coworkers, and volunteers
- A valid California Driver's License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- Proficiency in MS Office suite applications
- Department of Justice clearance based on fingerprinting submission
- Proof of TB test within the last four years
- CPR/First Aid Certification
- Ability to bend, lift, move up to 15 lbs.

What We Offer

- Compensation: \$67,500 - \$72,000 *annually*
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training



Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, political belief, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

