



of Metropolitan Dallas

**Position Title:** Program Facilitator

**Category/FLSA Status:** Non-exempt

### **Position Summary**

The Program Facilitator delivers high-quality, age-appropriate programs for girls. The Program Facilitator is successful when: they plan and participate in the delivery of the programs. Programming includes a combination of educational, physical and social activities. Some examples include: Girls Inc. National programs as well as exercises, games, music, recreation, health, finance, and career. In addition, the Program Facilitator performs a variety of tasks including supervision of children, tutoring assistance, food preparation and service, and parent communication. Facilitators implement programs at Girls Inc. of Metropolitan Dallas sites, as well as at partner outreach locations.

### **Primary Responsibilities and Duties**

#### **Program Coordination and Implementation**

- Utilize the Girls Inc. Experience to plan & facilitate programs & activities specifically for teens
- Provide tutoring assistance
- Research, schedule and coordinate all aspects of field trips
- Develop a recruitment strategy each semester that meets enrollment targets per site(s); in addition, conduct phone calls and follow-up with program participants in an effort to retain them in program
- Maintain files on lessons learned, successes and opportunities in order to build upon for the next program cycle
- As a representative of Girls Inc., attend school, church and community events to build awareness of our work and to build partnerships
- Serve as a subject matter expert and field recruitment questions and identify opportunities to enhance programming
- Oversee the planning process for all physical activities and field trips and actively participate in these
- Create a pro-girl learning environment that is safe, challenging, engaging and age-appropriate
- As a role model for youth, provide constructive feedback and mentorship to girls and young women
- Create rules in collaboration with the youth and enforce them at all times; as needed, provide corrective action when rules are not followed
- Conduct tours for guests that highlights the Girls Inc. Experience by ensuring center (environment) is presentable, girls are engaged (programming) and the staff & volunteers are professional (people)
- Create a positive relationship with parents & guardians by keeping them informed of upcoming events and programs available for their daughter
- Create & update program calendars on a regular basis to ensure everyone is informed
- Attend staff meetings, training events, and workshops
- Be familiar with Girls Inc. policies and procedures
- Maintain report cards and up-to-date records on girls on Trax8 database

#### **Administrative**

- Collect and track program fees as requested
- Submit reports as related to events, activities or programs as requested
- Shop for supplies, conduct inventory and recommend supplies as needed
- Maintain daily, weekly and monthly attendance records and input national assessment test data as scheduled
- Maintain sign-in sheet records
- Input new member information into database
- Monitor computers and copier equipment for proper functionality
- Accept questions and requests for assistance from teens with respect to any technology items loaned by Girls Inc.

#### **Provide Transportation and maintain vehicles**

- Pick-up girls from school
- Drive girls to field trips
- Make sure vans are maintained, fueled and clean
- Ensure safety measures are upheld when transporting girls (do you have this written down/are they trained on it/how will they know, specify here)

**Perform duties related to Food Bank and Kid's Café - training will be conducted**

**Proficiencies**

- Microsoft Office programs, Adobe Acrobat Reader, Internet. Must be familiar with working knowledge and understanding of data and identity security issues as related to all social media.

**Qualifications**

- High School Diploma; 2 – 4 years of experience working with youth
- Be a positive role model for youth

**Additional Preferred Qualifications:**

- Bilingual in Spanish
- College degree

**Hours**

- 40 hours per week

**Physical Requirements**

This position requires the ability to operate phones, computers, and other office equipment, and physical ability to perform light lifting. Employee must be able to communicate effectively with program participants. Work is performed in an office or classroom setting. Employee may be required to travel to various locations throughout Dallas County. Employee must also be able to sit or stand for up to four hours at a time. Generally, the working conditions have little or no exposure to extremes.

**Equal Employment Opportunity**

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Please send cover letter and resume with subject line: PROGRAM FACILITATOR to [careers@girlsincdallas.org](mailto:careers@girlsincdallas.org)

No phone calls please.