



of Metropolitan Dallas

**Position Title:** Program Facilitator Site Lead

**Category/FLSA Status:** Full-time, Exempt

### **Position Summary**

The Program Facilitator Lead will be the liaison to the Director of Site-Based Programs for their respective peer Program Facilitators within his/her assigned site. Along with the Program Facilitators, the Program Facilitator Site Lead delivers high-quality, age-appropriate programs for girls. The Program Facilitator Site lead 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, they perform 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. The Program Facilitator Lead will also act as a point of contact and liaison for site staff and parents to communicate/report any issues or concerns in the absence of the Site-Based Director.

### **Primary Responsibilities and Duties**

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

- Utilize the Girls Inc. Experience to plan and 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 highlight 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 child
- Create & update program calendars on a regular basis to ensure everyone is informed
- Participate in site-evaluation visits as related to grant requests
- Recommend program improvements
- Recommend new program areas and resources

#### **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
- 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.

#### **Deliver Young Women's Company program**

- Conduct training for girls on Entrepreneurship Program
- Maintain budget for program and submit receivables

#### **Perform other tasks as requested by the Director of Site-Based Programs**

##### **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.

##### **Requirements**

- Must be at least 21 years of age with a valid Texas Driver's License and safe driving record

##### **Qualifications / Skills**

Bachelor's Degree; or five + years of experience working with youth in a learning / teaching environment. Fluency in oral and written Spanish preferred. Excellent grammar, verbal and written communication skills. Ability to work with individuals of all ages with a focus on teens, socio-economic groups, all education levels, races and ethnicities. Must be a good role model and have the ability to motivate and set a positive example at all times. Maturity required.

##### **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, resume and salary requirements with subject line: FACILITATOR LEAD to [careers@girlsincdallas.org](mailto:careers@girlsincdallas.org)

No phone calls please.