



of Metropolitan Dallas

**Position Title:** Program Facilitator

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

**Supervisor:** Program Manager

**Direct Reports:** No Direct Reports

### **Position Summary**

The Program Facilitator will develop strong foundational knowledge of all program operations within assigned programs and will focus on the delivery and planning of high-quality, impactful programs, helping girls to achieve their full potential and grow up healthy, educated, and independent. Programs are delivered during school hours as well as during out of school time, including before and after school, summer, and other out of school time opportunities. Program Facilitators deliver programs at Girls Inc. of Metropolitan Dallas sites as well as at schools and partner locations.

### **Primary Responsibilities and Duties**

#### **Program Implementation**

- Utilize the Girls Inc. Experience to plan and facilitate assigned programs
- Create a pro-girl learning environment that is safe, challenging, and engaging
- Create positive relationships with girls, parents, and partners, ensuring high levels of satisfaction
- Deliver high-quality, impactful programs in both in-person and virtual settings
- Provide mentorship and academic support
- Provide safe transportation to and from Girls Inc. sites in Girls Inc. vehicles as required
- Administer meal service in compliance with food partner requirements
- Implement all safety and program quality standards
- Ensure necessary program data is collected to support grant outcomes and impact
- Monitor program implementation to ensure success and recommend program improvements
- Implement recruitment plans in collaboration with program leadership to achieve enrollment targets
- Represent Girls Inc. at community events to build awareness of mission and programs
- Attend staff meetings, training events, and workshops to continually increase knowledge and skills
- Keep abreast of trends in youth development, specifically girls' and women's issues, to strengthen knowledge and support programming efforts

#### **Administrative**

- Create high-quality written lesson plans according to Girls Inc. standards and project timelines
- Maintain inventory of program supplies, and submit supply orders in a timely manner
- Maintain attendance records for participants and volunteers
- Ensure proper collection of impact data and administration of outcomes surveys
- Assist with data entry into participant database
- Collect and track program fees
- Monitor facilities, equipment, and vehicles for proper functionality and safety

#### **Other duties as assigned by Program Manager**

**Minimum Qualifications:**

- High School Diploma
- 2+ years work experience in youth development or related field
- Strong verbal and written communication skills
- Skill in managing multiple priorities and projects simultaneously
- Proficient in Microsoft Office suite, especially Outlook, Word, Excel, and PowerPoint
- Skill in working with diverse clients, staff, and communities
- Ability to communicate with youth and foster their involvement and participation in program planning, problem solving, and decision-making
- Possess reliable transportation and a valid driver's license
- Flexibility with working hours and available to work occasional evenings and weekends

**Preferred Qualifications:**

- Bilingual in Spanish
- College degree
- Experience delivering youth programs virtually

**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.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**How to Apply**

To apply, please submit resume and cover letter to [careers@girlsincdallas.org](mailto:careers@girlsincdallas.org). No phone calls, please.