

Girls Inc. of Johnson County

Position: Summer Program Instructor
Employed by: CEO
Responsible To: Program Director

Girls Inc. of Johnson County is dedicated to inspiring all girls to be Strong (healthy), Smart (educated), and Bold (independent) through life-changing experiences and solutions to unique challenges girls face. Our employees enjoy a casual work environment, opportunities for development, and a real opportunity to make a difference in the lives of girls ages 5-18.

In collaboration with the CEO, Program Director, the Program Instructor, contributes to the organization and overall purpose by contributing to the Girls Inc. Experience that consists of people, an environment, and programming that, together, empowers girls to succeed.

Principal Responsibilities:

- Work schedule posted by supervisor.
- Act as a leader and role model for members.
- Display a professional appearance.
- Display good attendance and punctuality.
- Plan, prep, and conduct classes and groups for members.
- Assist in planning and implementation of Girls Inc. national core programs.
- Supervise and interact with members during program activities and field trips.
- Monitor school bus drop off, sign-in/sign-out, snack bar, and big room activities.
- Maintain accurate class records.
- Work cooperatively as a team member.
- Work effectively and efficiently in an independent manner to perform job functions.
- Maintain positive relationships with members and members' families.
- Participate as an active member in team meetings.
- Participate in set-up, clean-up, and decoration of center/facility.
- Assist as requested by supervisor in shopping for supplies as needed.
- Observe members' activities / interactions and document as needed.
- Assist Girls Inc. members with following rules and resolving conflicts.
- Work within agency budget and guidelines to provide activities.
- Work with supervisor and CEO on resource development for programming needs.
- Perform all duties of job description and other tasks as directed by supervisor.

Qualifications:

- Knowledge and skills working with youth ages 5-18.
- Knowledge and understanding of equity issues.
- Good verbal and written skills.

- Organizational and analytical skills.
- Positive attitude
- Flexibility
- Ability to lift- up to 25 lbs.
- Ability to work as part of a team with co-workers and volunteers.
- Ability to handle sensitive and confidential information.
- A minimum of one-year experience designing, conducting, or working in a similar program within the community.
- High School Diploma or GED required. B.S. in a related field preferred.
- Commitment to Girls Inc. mission and vision.

Mission: Inspiring all girls to be strong, smart, and bold.

Vision: Empowered girls and an equitable society.

Equal Employment Opportunity Employer
Drug Free Workplace

Rvsd. 12/2017
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