



904 South Miller Street  
Shelbyville, IN 46176  
317-392-1190  
www.girlsincshelbycounty.org

## **Job Title: Full-Time Program Facilitator**

Works directly with girls ages 5 to 18 delivering programs and supervising activities to support the mission of “inspiring all girls to be strong, smart, and bold.” Programs will be delivered at the Girls Inc. center in Shelbyville as well as an in outreach setting in various schools throughout Shelby and Decatur counties.

EMPLOYED BY: President & CEO

RESPONSIBLE TO: Director of School Partnerships/Director of Operations

### **Essential Functions**

- Must be able to deliver engaging lessons to children (includes the ability to speak proper English; read, comprehend, and deliver a variety of lesson plans). Lessons may cover a wide variety of topics including literacy, science, media, economics, arts & crafts, physical fitness, and more.
- Build relationships with community partners, namely the various school corporations, and others as needed
- Coordinate outreach program delivery with the Director of School Partnerships and appropriate school officials
- Evaluate programs before and after implementation to determine effectiveness
- Facilitate specified programs in an outreach setting or in the Girls Inc. center
- Handle all administrative responsibilities associated with the programs (e.g., tracking hours, inventorying supplies, surveying participants, completing weekly lesson plans, and other recordkeeping as deemed necessary)

### **Student Management**

- Maintain a productive classroom.
- Utilize appropriate student management techniques.
- Work with staff team or school teacher/official to address classroom challenges and any challenging behaviors from girls or students.



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### **Safety**

- Assist with safety procedures and drills.
- Assist the staff team with maintaining a safe environment for girls to play and learn.
- Report any suspected abuse or neglect to appropriate authority (In-center supervisor or school official)

### **Other**

- Participate in staff development opportunities when appropriate.
- Serve as a role model for girls and students with regards to social skills and communication.
- Attend staff meetings and trainings.
- Strong negotiation and conflict resolution skills.

### **Physical Requirements and Working Environment**

- Must be able to sit/stand/walk for extended periods of time.
- Must be able to lift 15 – 20 lbs.
- Able to communicate, to hear clearly, and see clearly.
- High energy required to work with children.



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