



Inspiring all girls to be strong, smart & bold

Girls Incorporated of Alameda County

Girls Inc. All STARS Program Leader Job Announcement

Position Title: ALL STARS Program Leader

Reports to: ALL STARS Coordinator

SUPERVISES: None

SCOPE AND CHALLENGES

The Group Leader is a dynamic staff person who is able to motivate and support staff as well as work directly with middle school age girls, to spark academic achievement, motivation, confidence, persistence, leadership and competency building in the above mentioned program areas. The All STARS Program Leaders is responsible for delivering a four-five day per week after school program for girls attending school in Oakland or San Leandro. Girls Inc.'s All STARS program focuses on the following program areas: community involvement; technology project-based learning in a variety of subject areas; health, leadership, sports and fitness; and academic achievement, specifically with daily homework assistance. A Girls Inc. Program Leader is professional, creative, flexible, fun, and able to communicate with both girls and adults.

PRIMARY RESPONSIBILITIES

- Meet with a group of 15+ girls four to five days per week after school to implement the Middle School Program.
- Create a safe, respectful youth development-learning environment.
- Plan and deliver age appropriate, informal learning curriculum in the areas of technology, sisterhood, leadership, sports, fitness, health; leadership; community involvement; and academic achievement/enrichment for girls.
- Collaborate with other program staff to create weekly activity plans.
- Provide daily homework assistance.
- Facilitate independence, conflict resolution, and positive risk-taking in girls.
- Participate in occasional evening or weekend events with participants and their families.

- Work closely with Program Coordinator and school site staff to track participants' progress.
- Work as a team member with Site Coordinator, Program Manager, and other Leaders.
- Communicate with families, teachers, and volunteers.
- Participate in weekly staff development, consultation, training, and team meetings.
- Supervise volunteers during the program; provide volunteer timesheets to Volunteer Manager on a weekly basis.
- Maintain organization of classroom and communal supplies and paperwork
- Effectively utilize prep time to prepare for activities and classroom observation

ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS

- 1 year experience working with middle school aged students required.
- Experience working in single-sex, gender-equity programs preferred.
- Experience working with diverse communities required.
- A minimum of completion of 48 college credits/units
- Ability to spark curiosity, creativity, and confidence in young girls.
- A valid California Drivers License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements established by Girls Inc.
- Background clearance from the Department of Justice
- Employment is contingent upon showing proof of 48 college units or passing the Instructors Aid test
- Ability to bend, lift, move up to 20 lbs.

DESIRED KNOWLEDGE AND SKILLS

- Bilingual Spanish/English highly desirable.

Salary: \$15.23-16.14/hour depending on experience and qualifications

Part-Time: 25-30 hours per week

To apply: Submit a resume, cover letter, and salary history to:
 Janet Cordero
 Middle School Program Coordinator
 Girls Incorporated of Alameda County
 Email: jcordero@girlsinc-alameda.org
 Fax: 510.357.5112

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