Position Title: Program Coordinator (Build IT!)

Key Responsibilities/Results	Result Expectations
Program Implementation	• Recruit and market program to all eligible girls targeting a minimum of 15 middle school girls per site for the 2008-09 school year • Provide 2 days of program per week for school year 2008-09 at UPA and Alliance Academy (previously at LCC) • Implement a program orientation to introduce program goals/components and to increase buy-in and commitment to program by September 22, 2008 • Maintain 65%-75% or more girls with "high" (80% or more of operating days of program) attendance rates during the 2008-09 school year • Retain 60% of eligible returning participants for the 2009-10 school year • Develop policies and procedures for program, specifically behavior management systems and contracts and attendance requirements, and clearly communicate these to staff to assure compliance and consistency throughout 2008-09 school year • Develop and coach Build IT! Program Leader in the enhancement and adaptation of Build IT! curriculum that is intentional and compensatory, as well as assure the appropriateness of programming by: 1) reviewing all enhancements and edits made to curriculum during weekly ongoing supervision meetings, 2) offering suggestions and ideas for effective implementation to Site Coordinators within one week of observing Program Leaders, 3) coordinating and attend Build IT! Program Leader curriculum adaptation meetings ongoing through 2008-09 school year, and 4) modeling facilitation methods, co facilitating lessons, and assisting with behavior management and conflict resolution during scheduled site visits (weekly at Build IT! sites and monthly at All STARS sites) • Ensure facilitation of program follows a youth development approach, prioritizes gender equity, and is intentional and compensatory by: 1) require Program Leader to attend monthly All STARS meetings regarding YD strategies, 2) ensure Program Leader implements strategies identified and developed during All STARS all staff trainings and assess effectiveness of new strategies during weekly supervision, 3) set appropriate and measurable KRAs for Program Leader by January 2009, and 4) follow supervision and professional KRA below • Maintain regular (weekly informal and monthly formal) contact with family members through phone calls and face to face check-ins throughout 2008-09 school year
` Program Design: General	• Enhance effectiveness and impact of homework assistance time through identified strategies,

	including: review of report cards, meet with teachers and counselors when necessary, and help girls prioritize tasks to assure best use of time by monitoring homework completion success for 2008-09 school year, including regular check-ins with Program Leader regarding Homework assistance and effectiveness during scheduled supervision meetings
Program Component: Build IT!	• Collaborate with SRI to review, edit, and enhance Built IT! curriculum to assure Girls Inc. approach programming, specifically Unit 5 in fall 2008 and Unit 4 in spring 2009 • Collaborate with SRI and Girls Inc. National in the Scaling of Build IT! by: 1) reviewing and contribute to and help finalize the Build IT! Program Adaptation Toolkit by August 2009, 2) participating in observations, interviews, and surveys in order for SRI to collect evaluation data to inform the Program Adaptation Toolkit ongoing through August 2009, 3) Participating in Face to Face training for affiliates by November 2008, 4) co-facilitating quarterly webinars during 2008-09 school year, and 5) providing ongoing and concrete feedback on changes needed in the curriculum to promote clarity and ease of use • Support Program Leaders and Coordinators across the five sites in implementation of Unit 1, 2, 4 and 5 by: 1) providing ongoing curriculum review and adaptation meetings, 2) visiting all sites monthly or as needed, 3) reviewing curriculum on weekly basis during 1-on-1 meeting, 4) mastering skills and learn vocabulary, and 5) co-facilitating as needed • Plan and implement Unit 1 and 5 PD by October 2008, Unit 2 PD by January 2008, and collaborate with SRI to plan and implement Unit 4 PD by February 2009 • Collaborate with Program Staff to coordinate and host 2 Family Tech Nights at each of the five sites totaling 10 FTNs during the 2008-09 School year • Coordinate and cultivate relationships with local IT professionals to serve as guest speakers and mentors to Build IT! Participants by planning a total of 1-2 guest speaker for each school site (totaling 6-8 Build IT guest speakers across 5 school sites) events during the 2008-09 school year • Plan, oversee, and attend 1-2 fieldtrips for each school site (totaling 6-8 Build IT fieldtrips across 5 school sites) to IT related businesses, community organizations, museums, etc. during the 2008-09 school • Support Program Staff in increasing effectiveness of implementation of Build IT! math lessons by: 1) giving feedback to SRI to improve math activities within Build IT! curriculum, 2) modeling fun and engaging facilitation of math activities during Unit 1, 2, 4, and 5 PDs, 3) co-facilitating math activities at those sites in need of assistance, 4) giving Program Staff constructive feedback regarding success and areas of improvement post implementation of math activities, and 5) requesting support from SRI as needed at least one month prior to implementing PDs

	• Maintain professional relationships with IT professionals to support implementation of Build IT! by: 1) work collaboratively with All STARS Site Coordinator to schedule fieldtrips and guest speakers with ample time to prepare for event, 2) request logistics and other necessary information at least 2 weeks prior to event, 3) follow up with IT professionals regarding successes, challenges, and appreciations within 1 week after event, and 4) develop strategies to engage and inform IT professionals about Build IT! on an ongoing basis to increase their awareness and maintain their interest in the program • Work with Program Manager to assess the need for summer programming to determine number of girls likely to attend, number of camps necessary to accommodate girls, most effective site for implementation to achieve highest attendance and greatest access for the most girls, and staff to implement camps by April 2009 • Develop action plan for camp by May 2009 and through June 2009 complete action plan tasks, including outreach to girls, working with sites to secure space and scheduling, identifying and outreaching to IT workplaces and professionals for 4 fieldtrips per camp, and working with staff to determine facilitation allocation through June 2009
Support Continuum of Service	• Increase the percentage of All STARS 7th graders who apply to Eureka! from 60% to 85% for the 2009 summer program by: 1) scheduling presentation on Eureka for each All STARS and Build IT! sites in March 2008, 2) talking to individual girls and parents on a weekly basis regarding the submission of their application, and 3) asking the girls who are All STARS and Eurekans to encourage and talk to girls about their experience
Program Evaluation	• Assist outside evaluations and SRI in evaluation of Build IT!, including administering, collecting, and reviewing evaluation tools as needed throughout school year
Supervision	• Meet weekly with Build IT! Program Leaders to provide guidance and direction • Adhere to Girls Inc. Personnel Procedures and review with Program Leaders as needed • Update Key Result Areas and set goals and objectives for each Program Leader by February 2009 • Assess Program Leaders' progress towards goals and provide feedback in ongoing 1 on 1 meetings • Conduct one formal Program Leader Observation by February 2009 and follow through with PIPs as needed • Conduct midyear performance evaluations for staff by February 2009 • Conduct year end performance evaluations for staff by June 2009 and set development goals for upcoming school year by August 2009 • Provide training and support to staff to ensure implementation of intentional and compensatory and

	youth development programs, including facilitation of one monthly All STARS training/workshop for the 2008-09 school year
Inter and Intra Agency Collaboration	• Establish and maintain professionally and mutually beneficial working relationship with school / community site administration, teachers, and staff by: 1) participating in collaborative orientation prior to the first day of program, 2) participating in Lion Creek Crossings' Service Provider meeting, including a minimum of one meeting per quarter, 3) making requests with appropriate time to respond, 4) inviting staff to Build IT! events twice per year, and 5) providing thank you cards and incentives twice per year for appropriate staff • Work with SRI, Girls Inc. National and affiliates to support implementation of Build IT! across the U.S. and Canada during the 2008-09 school year • Provide the LCC Program Director with monthly and semi-annual and annual reports of program attendance, activities, and progress towards program outcomes within seven days after the end of each period (determined by LCC) • Work with the UPA, LCC, and Alliance Academy Program Directors, other collaborative partners, and teachers to secure appropriate classroom and storage space for Build IT! during the 2008-09 school year • Support the UPA Program Director by providing documentation demonstrating the program meets OFCY and OUSD mandates and evaluations as needed • Work supportively with manager and development staff to represent Girls Inc. at agency, donor, board, community, and media events as needed • Collaborate with Pathways staff to provide appropriate referrals to girls and families, as well as to provide a safe and productive consultation space as needed • Assist with training of volunteers, as well as support and supervise volunteers during service hours as needed • Collaborate with the Case Manager to provide appropriate referrals to girls and families • Work supportively with Development staff to market programs through events and PR opportunities, as well as to assist with securing funding for All STARS, specifically meeting deadlines given and completing tasks as necessary
Program Administration	• Purchase supplies, equipment, and snack while adhering to budget as developed and communicated by

	Program Manager
	• Collect and maintain participant paperwork, including girls' intake forms and attendance and update database meeting deadlines set by agency
Professional Development	• Increase competency and understanding of Build IT by: 1) collaborate with ASCEND and SRI to implement Build IT Unit 5 by February 2009, 2) collaborate with ASCEND and SRI to implement Build IT Unit 4 by June 2009, 3) participate in 4-5 Professional Developments covering Unit 5 and Unit 4 by March 2009, and 4) allocate adequate time to learning Stage Cast software to co-facilitate Unit 5 during fall 2008 • Demonstrate more leadership during meetings and trainings for All STARS staff by: 1) lead behavior management training during 2008 All STARS Orientation in August 2008, 2) facilitate and plan 2 Build IT Unit 1 Professional Developments by November 2008, 3)facilitate and plan 2 Build IT Unit 2 Professional Developments by April 2009, and 4) facilitate and plan one All STARS All Staff training during the 2008-09 school year • Develop system of administrative organization by: 1) organize and finalize logistics for 6-8 Build IT fieldtrips across 5 school sites between January-June 2009, 2) recruit and schedule IT professionals to implement five Build IT guest speaker opportunities across 5 school sites between September-December 2008, and 3) review, edit, and submit all evaluation and written documents on time during the 2008-09 school year • Develop best practice for supporting and coaching staff to encourage and foster girls interest and skills in STEM programming by: 1) attend ITEST Conference in March 2009, 2) research other organizations serving girls in STEM areas by January 2009, and 3)build relationships with and meet with 2 of these organizations to assist in the building of the best practices by July 2009 • Gain marketing and public relations skills by: 1)work with marketing and public relations staff from Girls Inc. Development Department to identify key skills to build by February 2009, and 2) complete 2 PR/Marketing projects with supervisor support and development staff guidance by July 2009
Employee's Signature:	Supervisor's Signature:
Date:	Date:	Department Head Signature: