



of Los Angeles

Girls Inc. of Los Angeles (GILA) delivers programs that inspire girls to be strong, smart, and bold. Research-based curricula, delivered by trained professionals, equip girls to explore their mental, emotional, and physical health, achieve academically, increase resilience and autonomy, discover and nurture an interest in science, technology, engineering, the arts, and math, and live productive and fulfilling lives. We partner with school sites to build community, engage families, and provide a safe space for girls to meet, grow, and thrive.

THE POSITION

Job Title:	Program Facilitator
Supervisor:	Program Site Manager
Type:	Full-time \$26/Hour
Location:	Onsite 4-5 days a week

SUMMARY & PURPOSE

The Program Facilitator is trained on and delivers GILA enrichment programming (developed by the GILA Program Services Director) both during the school day and after school at a minimum of two schools. The Program Facilitator works with their supervisor and the Program Team to adapt lesson plans for the girls and schools we serve in Los Angeles; ensuring it's timely, relevant, responsive, and appropriate for our diverse population.

The Program Facilitator will engage with girls during the school day, facilitating conversations and activities that support socio-emotional development, teamwork, and belonging. After school, the Program Facilitator will facilitate curriculum, discussion topics, and activities designed to increase girls' interest in STEAM (science, technology, engineering, arts, & math), physical, mental, and emotional health/wellness, life skills, self-esteem, community engagement, and leadership. During the summer months, Program Facilitators will lead activities and programming at our Girls Inc. summer camps, support field trips, and prepare for the upcoming school year.

The Program Facilitator is professional, innovative, flexible, and able to communicate various topics while engaging with students and adults. The Program Facilitator should spark curiosity, creativity, and confidence in all students, build rapport, and communicate effectively with all school and Girls Inc. staff.

JOB DESCRIPTION

Consistent Girl Engagement

- Lead structured student engagement activities during recess, lunch, advisory, etc.
- Meet with girls in small groups to support socio-emotional development

Girls Inc. Program Implementation

- Facilitate Girls Inc. direct service programs after school with groups of 15-30 girls in grades 1st – 12th
- Lead program participant recruitment and retention activities
- Facilitate with flexibility, creativity, organization, energy, and a passion for inspiring girls to be strong, smart, and bold
- Modify, differentiate, and enhance curriculum lesson plans to support a variety of learning styles
- Create safe and respectful spaces for all girls, inclusive of all their intersectional identities
- Responsible for administrative duties such as logging daily attendance, organizing participant applications, arranging safe parent/caretaker pick-up, etc.
- Effectively collaborate with and leverage volunteers to improve the overall program experience
- Ensure all compliance and emergency procedures are followed

Girls Inc. Event Execution

- Collaborate with school and community partners to lead and execute Girls Inc. one-time events (Fun Fridays, field trips, guest speakers, etc.)
- Lead participant recruitment
- Collect and organize participation forms and attendance rosters

School, Community Partner, and Caregiver Engagement

- Build and maintain relationships with appropriate school-based stakeholders, including but not limited to program participants, parents/caregivers, other program leaders, and school staff
- Communicate with necessary parties effectively and in a timely manner
- Conduct job responsibilities and interactions with girls, colleagues, and school partners with respect, empathy, a commitment to equality, and a belief in the inherent potential of every girl
- Participate in and support school-based events

Team Leadership and Collaboration

- Contribute new ideas and teaching techniques to the Program Team
- Assist other members of the team as needed, including supporting affiliate-wide events
- Support one-time events and attend staff development sessions

Girls Inc. Summer Program

- Lead activities and programs at Girls Inc. summer programs
- Support with the Girls Inc. summer field trip series

- Perform administrative duties such as logging daily attendance, organizing participant applications, and arranging safe parent/caretaker pick-up

SKILLS AND QUALIFICATIONS

- A self-starter with the ability to work as a team player and foster cooperative work
- Background in partnering with schools, experiential learning, and/or group facilitation with youth
- Experience facilitating programs in one or more of our Girls Inc. areas: Leadership, Community Engagement, Academic Achievement, Resilience and Autonomy, Socio-emotional Learning, Physical, Mental & Emotional Health, and STEAM programming
- Effective with time management and planning ahead
- Experience with Diversity, Equity, Inclusion, and Belonging (DEIB) work
- Outstanding interpersonal and relationship-building skills
- Strong organizational skills with keen attention to detail
- Reliable, timely, and able to receive and provide feedback in a constructive way
- Ability to apply sound judgment in the case of an emergency
- Ability to apply bilingual instruction in communications with girls, community and family members is a plus; Spanish preferred

REQUIREMENTS

- Bachelor's degree or equivalent work experience preferred in education, psychology, social work, or a related field
- Reliable transportation to sites throughout LA County

BENEFITS

Full-time employees are eligible for all benefits, including vacation, sick days, and organizational holidays. Benefits also include 401k, health, and dental plan.

We offer a strong talent development orientation and foster a highly skilled, energized, and empowered workforce.

TO APPLY

Email resume and cover letter to careers@girlsincla.org.