



Girls Incorporated of Orange County
Job Description

POSITION INFORMATION

Position Title: Seasonal Educator (Full Time)

Supervisors:
Senior Coordinator

Full or Part-time:
Full-time, non-exempt: 40 hours
(May 15-July 31)
*Summer hours range between 7:30AM
and 5:30pm.*

Positions Available:
4

Purpose of Position:

Girls Incorporated of Orange County is a private, non-profit agency serving girls kindergarten through college. We are an affiliate of Girls Incorporated national organization, the nation's leading voice for girls. Our programs for girls gives equal concern for careers and life planning, health education, leadership and community action, self-reliance and life skills, culture and heritage, academic achievement, participation in sports, and excellence in math, science, and technology. Our programs have proven to be effective in inspiring girls to become Strong, Smart and Bold. This position will implement various programs to girls ages 5-18.

Regular or Temporary:
Temporary

PRIMARY RESPONSIBILITIES

Scope of Work:

Under the supervision of a Senior Coordinator, the Seasonal Educator will plan and facilitate programs holistic, compensatory, age-appropriate, research-based our programs at various outreach locations in Orange County. Over summer, the Seasonal Educator will transition into providing an immersive summer camp experience/summer enrichment courses for our girls. The Seasonal Educator will support the agency in serving over 9,000+ girls, with that number expected to grow each year.

Position Functions:

Summer Enrichment & Camp Programming

- Support our mission through existing Girls Inc. curricula within a supportive, open environment for active learning and discussion.
- Inspire all girls to be strong, smart, and bold by preparing program sessions with keen understanding of youth and youth related issues.
- Facilitate structured, intentional, and interactive youth programs with genuine passion virtually and at outreach sites throughout Orange County.
- Maintain high levels of efficiency by demonstrating organizational skills, initiative, and follow through while performing classroom and program functions.
- Create a safe environment for youth during structured activities, by interacting appropriately, intervening in potentially unsafe situations, and implementing proper discipline techniques with assertiveness and consistency.
- Serve sincerely as a youth advocate to all youth, especially to those in crises and in need of role modeling, resources, and advocacy.
- To ensure accountability and compliance with grants and other funding measures, be responsible for accurate and required paperwork: logs, attendance, written reports, records, participant data, etc. and provide periodic updates on evaluation efforts.
- Ensure safety while offsite by demonstrating leadership, discretion, and sound judgment.
- Maintain a warm and balanced atmosphere by utilizing effective conflict resolution skills with girls, parents, staff, and volunteers
- Demonstrate professionalism through positive interactions and quality/effective written and verbal communication with girls, parents, volunteers, and community partners.

Other

- Actively contribute to the organizational culture of outstanding teamwork.



Positively represent Girls Inc. by being a good role model.

- Actively engage in on-going trainings to continuously enhance skills and meet the needs of youth
- Represent and promote Girls Inc. at the assigned school site.
- As a mandated reporter, report suspected child abuse in accordance with California law.
- As needed, provide support to other program and organization staff.

QUALIFICATIONS

1. Minimum of 2 years experience in adolescent program implementation
2. BA/BS in human services, social work, education, gender studies or related field or currently in process of completing degree.
3. Computer literacy, specifically with Microsoft Office software and database programs.
4. Proof of TB clearance within one year of employment.
5. Must have a clear background check.
6. Must be available to work some evenings and weekends.
7. Must have reliable transportation.

Preferred Qualifications

1. Experience with virtual program implementation and facilitation.
2. Fluency in Spanish

Work Environment:

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The majority of this work will take place on an Orange County school partner site.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, sometimes for 2-6 hours, walk, reach with hands and arms, stoop, talk and hear
- Employee is required to sit, sometimes for a few hours at a time
- Must be able to lift and/or move up to 25 lbs

Hourly Wage: \$20.00-\$22.00

Please send cover letter and resume to: humanresources@girlsinc-oc.org

No phone calls, please.

For more information on Girls Incorporated of Orange County, please visit our website at: www.girlsinc-oc.org. Girls Incorporated is an equal opportunity employer.