Position: Facilitator Internship
Responsible to: Girls Inc. Instructors and Managers
Location: 1499 Julian St., Denver CO 80204

The mission of Girls Inc. of Metro Denver (GIMD) is to inspire all girls to be STRONG, SMART and BOLD. Our life changing programs and experiences help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round healthy living, academic-enrichment and life skill-building programs that are delivered by trained, mentoring professionals in a positive all-girl environment.

In order to uphold our mission and vision and be effective advocates and allies for all girls, GIMD is committed to inclusiveness and anti-oppression on all levels of our organization. GIMD believes that inclusiveness and anti-oppression work give integrity and validity to our mission as well as power and effectiveness to our programs. It allows us to address the root causes of social issues that affect the girls we serve. At GIMD, we serve all girls therefore we have to be inclusive of all communities, cultures and experiences. Without inclusiveness, we will never be able to reach the full potential and power of our programs. Our vision is empowered girls in an equitable society; we change lives and we take that seriously. Inclusiveness is imperative to make it happen.

Summary of Position: Develop, research, and facilitate Girls Inc. curriculum to elementary school or middle school girls (positions are available on either the elementary school or middle school team).

Principal Responsibilities:

- With the assistance of the Manager of Elementary School Programs or Manager of Middle School Programs, research and develop curricula that is engaging and grounded in a belief in girls’ rights and abilities.
- Complete comprehensive Girls Inc. facilitator training.
- Work with staff and groups of volunteers to facilitate curricula.
- Implement and track goals, objectives, and evaluation methods for each session.
- Maintain daily lesson plans for each session.
- Complete evaluation summaries for each session and enter class attendance in Trax database system.
- Actively assist with program related logistics such as structured free time duty, opening/closing, van driving etc.
- Prepare, organize, and maintain orderly program space, supplies, and equipment.
- Maintain classroom management and disciplinary system for class.
- Help preserve group norms and monitor disciplinary matters as needed.
- Help cultivate a safe environment for girls by addressing relational aggression and inspiring a culture of sisterhood.
- Maintain a constructive environment for all girls through positive reinforcement, discipline, classroom management and inclusiveness.
- Complete all paperwork related to administrative responsibilities.
- Work as a team with Girls Inc. staff, and maintain effective communication and collaboration with partner schools and community organizations.
- Travel to schools and other sites in the community may be required, access to a personal vehicle is ideal. Mileage reimbursement is provided.
● Other duties as assigned.

Skills and Abilities:

● Experience and strong ability to facilitate, present, and teach classes/workshops for elementary school girls.
● Must be 18 years of age or older.
● Proactive, outgoing, enthusiastic and dependable. Ability to self-start and work well in a team setting.
● Willingness to jump in and take on leadership roles as needed.
● Preferred but not required:
  ○ Bilingual (English/Spanish).
  ○ Experience with curricula or program development.
  ○ Experience volunteering or leading groups of volunteers.
● Able to regularly communicate by e-mail.
● Able to interact positively with a variety of people with various cultural backgrounds and economic experiences.
● Exhibit commitment to social justice and an anti-oppression analysis.
● Experience in and appreciation for urban communities, diverse populations, cultures and economic experiences.
● Ability to provide classroom management.
● Demonstrate commitment to the mission, vision, and advocacy statements of Girls Inc. of Metro Denver.

Time Commitment: This internship is designed for interns looking for, at minimum, a 12-hour per week commitment and update to 36-hours per week. Flexibility in schedule for potential evening or weekend events will help interns get the most out of their experience.

Onboarding Process: Interested interns must complete:
1. An application found on the Girls Inc. of Metro Denver website.
2. Interview with the Manager of Volunteer Programs.
3. Pass a background check (more information given at interview).
4. Attend orientation and training before starting as a volunteer at Girls Inc.

Orientation and Training: Anti-oppression and inclusiveness training and facilitation training will be required. See the Facilitator Intern Opportunities sheet for more information on the specific facilitator roles available to you.

Equal Opportunity Employer
Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin.