



of Metro Denver

GIRLS INC. OF METRO DENVER

“Inspiring all girls to be Strong, Smart & Bold.”

Position Description

Position: Fall 2019 High School Program Internship
Responsible to: Manager of High School and College Programs
Location: 1499 Julian Street, Denver, CO 80204 and schools in the community

*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: Assist Girls Inc. instructors who facilitate curriculum to girls in High School and College Programs, including content development and preparation. Support the creation and maintenance of effective community partnerships with local high schools, and provide case management support for a small caseload of high school and college girls.

Principal Responsibilities:

- Assist instructors with the creation and/or delivery of class curriculum and interactive activities; and, depending on comfort level and experience over the course of the year, lead activities and facilitate sessions independently.
- As needed, support effective communication with community partners such as schools and other nonprofit organizations to partner effectively to implement school-based programming.
- Support special events such as college visits, the annual scholarship luncheon, teambuilding events, networking events, job shadowing and other off-site trips.
- Provide case management to a small group of girls for support with mental and physical health, academics, access to outside resources, college and scholarship applications, career exploration.
- Manage behavior and mediate difficult conversations.
- Help cultivate a safe environment for girls by addressing relational aggression and inspiring a culture of sisterhood.
- Maintain a positive, constructive environment for all girls through discipline, classroom management and inclusiveness.
- Work as a team with Girls Inc. instructors and other volunteers.
- Other duties as assigned.
- *Also note: for internships, we will work with students to tailor the role based on individual professional, personal, and academic roles in collaboration with available opportunities at that time at Girls Inc.*

Skills and Abilities:

- Proactive, outgoing, enthusiastic and dependable.
- Willingness to jump in and take on leadership roles as needed.
- Prepared to facilitate various activities with high school and college girls.
- Preferred but not required:
 - Experience working with children and youth.
 - Bilingual (English/Spanish).
- 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.
- Demonstrate commitment to the mission, vision, and advocacy statements of Girls Inc. of Metro Denver.

Time Commitment:

Scheduling is somewhat flexible, but in order to get the most out of your internship, evening and weekend availability is needed and the ability to sometimes shift or change your schedule with advance notice is needed.

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 and/or Manager of High School and College Programs.
3. Pass a background check (more information given at interview).
4. Attend orientation and training before starting as an intern at Girls Inc.
5. Flexible start date based on internship requirements.

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.