Girls Inc. of Metro Denver

*Inspiring all girls to be strong, smart and bold*

**Job Description/Announcement**

**Position:** Community Educator – Middle School Programs  
**Responsible to:** Manager of Middle School & Eureka Programs  
**Location:** 1499 Julian Street, Denver, CO

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.

**Purpose:** Community Educators at Girls Inc. of Metro Denver design, implement and evaluate hands-on innovative programs for outreach partners and center-based programs at our West Colfax location. Community Educators for our Middle School Programs will facilitate programs for girls in 6th – 8th grade.

**Area of Instruction:** Instructors will utilize both national Girls Inc. curricula and build their own curricula in the following areas, Academic Enrichment & Support (including STEM), Healthy Living, and Life Skills. Community Educators who specialize in Middle School Programs will also facilitate our healthy sexuality program for partner schools throughout the Denver-Metro area.

**Primary Duties:**
- Create intentional programming curricula that is interactive, hands-on, compensatory and exposes girls to a wide variety of experiences
- Facilitate program curricula in an engaging way that is grounded in a belief in girls’ rights and abilities
- Implement and track goals, objectives and evaluation methods for programs
- Maintain daily lesson plans for each session
- Responsibly manage any funds received for expenses related to classroom or field trip costs
- Actively assist with program related logistics such as structured free time duty, opening/closing, van driving, etc.
- Complete evaluation summaries for each session and enter class attendance in the Trax system
- Maintain classroom management and disciplinary system for class
- Complete all paperwork related to administrative responsibilities
- Help preserve group norms and monitor disciplinary matters as needed
- Prepare classroom space for program
- Organize and maintain orderly program space, supplies and equipment
- Coordinate and supervise participants during field trips and special events
- Preserve safe driving standards in 15-passenger van or shuttle
- Provide support, supervision and feedback for program volunteers and integrate them into programming

**Additional Duties:**
- Provide a pro-girl environment that is physically, socially and emotionally safe for participants
- Provide direction, motivation and management of program participants
- Create trusting relationships with participants that supports their growth and development
- Assist with GIMD special events
- Assist with organizing and cleaning general program spaces
- Perform other job functions as needed
Qualifications:
- Demonstrate commitment to GIMD’s mission, vision and advocacy statements
- Exhibits commitment to social justice values and anti-oppression analysis
- Ability to inspire, stimulate and support self-empowerment among girls
- Strong facilitation, classroom management and behavior management skills
- General knowledge of youth development and gender specific programming
- Detail oriented, strong documentation skills, organized and able to work in a multi-tasked environment
- Ability to self-start and work well in a team setting
- Competent using Microsoft Office Suite and/or ability to learn new computer skills as necessary
- Ability to communicate effectively in oral and written forms
- Possess a valid Colorado driver’s license and have a driving record that allows employee to be covered by agency auto insurance and drive agency vehicles (must be at least 21 years old with at least 2 years driving experience)
- Access to a personal vehicle for travel to school-based programs throughout the Denver-Metro area (mileage reimbursement provided)
- Conversationally bilingual English/Spanish strongly preferred

Education/Experience:
- B.A. or B.S. required; in related field preferred
- A minimum of three years of experience delivering and creating innovative youth development programs
- Experience facilitating, implementing and evaluating programs for middle-school aged youth
- Experience working with, and appreciation and respect for, urban communities, diverse populations, cultures and economic experiences

Status: Exempt, full-time, salaried position

Schedule: Typical Work Hours
School Year: 10:00 a.m. to 6:00 p.m. Monday through Friday.
Summer: 7:30 a.m. to 5:30 p.m. Monday through Thursday
Includes some early mornings, late weekdays and weekends, seasonal hours can vary.

Salary: $33,000 to $35,000 annually depending on experience and education.

Benefits:
- Competitive health benefits package
- A great work-life balance and flexible schedule
- Generous paid time off and holiday pay
- Paid parental leave
- Employer paid and supplemental life insurance
- 403(b) investment plans with an employer 3% contribution
- Mileage reimbursement
- Healthcare reimbursement and flexible spending plans
- Diverse professional development opportunities including a connection to the national Girls Inc. network and the associated professional development and training opportunities
- A supportive work environment
Application Requirements:

1. Resume
2. Cover Letter, please include the following:
   a. Explain how your past experiences and skills prepare you to work as a Community Educator in Middle School Programs.
3. Three Professional References
4. At least one paragraph, and no more than one page addressing the following question:
   o At GIMD we strive to be an anti-oppressive and inclusive organization. What is your understanding of and experience with anti-oppression and inclusiveness in your personal and/or professional life?

Send all application materials to (no phone calls please):
Lynna Kaucheck, Manager of Middle School and STEM Programs
Girls Inc. of Metro Denver
1499 Julian St.
Denver, CO 80204
Fax: 303-893-4352
lkaucheck@gidenver.org

Start Date: May, 2019

Application Deadline: Preference will be given to applicants able to meet the deadline of April 15, 2019. Positions will remain open until filled.

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, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

Revised: March 2019