

GIRLS INC. OF METRO DENVER
Inspiring all girls to be strong, smart and bold

Job Description/Announcement

Position: Manager of Elementary School Programs
Responsible to: Director of Programs
Location: 1499 Julian Street, Denver, CO 80204

*The mission of Girls Inc. of Metro Denver (GIMD) is to inspire all girls to be **Strong, Smart, and Bold.***

GIMD is committed to inclusiveness and anti-oppression on all levels of our organization. This gives 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 reach the full potential and power of our programs.

Summary of Position:

The Manager of Elementary Programs will positively impact the lives of girls in elementary school (1st through 5th grade) from across the Denver metro area. The position will be responsible for developing, implementing, and evaluating Girls Inc.'s gender-specific programs delivered on-site at our facility in the West Colfax neighborhood and partnerships with local schools and community organizations. The position will oversee a team of Community Educators and a Program Coordinator, as well as provide guidance and direction to volunteers and work studies/interns. This is a full-time position based at Girls Inc. of Metro Denver that reports to the Director of Programs.

Principal Responsibilities:

Capacity Building and Leadership

- Maintain an understanding of youth development trends and gender specific programs.
- Maintain familiarity with Girls Inc. programs, philosophy and initiatives and remain current with research from the national office.
- Build and maintain contacts with community leaders, school administrators, and youth development colleagues.
- Represents Girls Inc. at meetings, workshops, and conferences in the community as needed.

Planning and Development

- Develop an annual Plan of Action for Elementary School Programs in partnership with the Director of Programs that includes program goals and activities, implementation timeline, partnerships and collaborators, staffing and volunteer needs, and evaluation methods.
- Maintain appropriate program offerings for Elementary School girls, including course schedules that incorporate the Girls Inc. program philosophy and whole-girl approach.
- Design a recruitment plan and marketing strategy for Elementary School Programs tailored to various audiences, including: girls and families, schools, and community partners.
- Develop and manage an annual department budget.
- Research and coordinate external program resources to meet goals and/or enhance Elementary School programming.

Direct Services, Implementation and Management

- Work with the Director of Programs and Director of Training, Evaluation, and Advocacy to recruit, hire and train Elementary School staff.
- Provide ongoing supervisions and mentorship to Elementary School program staff, interns, and volunteers.
- Complete regular classroom observations, provide ongoing feedback and performance evaluations, and create a team culture that promotes professional growth and development.

- Work with the Manager of Volunteers to identify volunteer needs and provide oversight to volunteers and interns.
- Ensure that Elementary School programs are meeting quality assurance standards.
- Support the development of local curricula for Elementary School programs.
- Oversee the implementation and tracking of programs and classes, including: participant records, registration forms, attendance, classes delivered, and completed evaluations.
- Coordinate school-based programs: identify potential partners, meet with school administrators/teachers, establish deliverables and partner fees, assign and support staff in delivery of courses.
- Ensure that staff maintain a clean, attractive and appropriate space for programming.
- Coordinate staffing coverage in times of absence.
- Create program norms, monitor disciplinary matters, and support a culture of self-discipline
- Support parent engagement, including (but not limited to): program kick off events, end of session celebrations, orientations, daily interaction, positive customer service, feedback strategies, and other activities.

Other

- Serve as strong adult mentor for members and colleagues.
- Attend staff and management meetings, trainings, and fundraisers/special events as needed.
- Other duties as assigned.

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.
- General knowledge of youth development and gender specific programming.
- Proven track record of leadership, professional maturity, self-motivation and commitment.
- 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.
- 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).
- Ability to communicate effectively in oral and written forms.
- Conversationally bilingual English/Spanish strongly preferred.

Education/Experience

- B.A. or B.S. in humanities, education, social work, counseling or related field. MSW preferred.
- A minimum of three years of experience with youth development programs.
- A minimum of two years of experience in at least one of the following areas: girls' empowerment, violence prevention, body image/media literacy, cultural competency, or leadership development.
- Experience in facilitating, implementing and evaluating programs.
- Experience in developing and maintaining community partnerships.
- Experience working with, and appreciation and respect for, urban communities, diverse populations, cultures and economic experiences.
- Direct supervisory experience required.

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 late weekdays and weekends, seasonal hours can vary.

Salary: \$44,000 to \$51,000 annually depending on experience and education.

Benefits: Competitive benefits package and supportive work environment.

Application Requirements:

- Cover Letter (which relates past experience with job responsibilities)
- Resume
- Three Professional References
- At least one paragraph, and no more than one page addressing the following question:
 - 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 call please):

Attn: Charleen Ramirez-Mares
Girls Inc. of Metro Denver
1499 Julian Street
Denver, CO 80204
Email: cramirez-mares@girlsincdenver.org
Fax: 303-893-4352
www.girlsincdenver.org

Deadline: GIMD will accept applications until position is filled.

Start date: June 3, 2019 (or earlier) preferred.

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: April 2019