



GIRLS INC. OF METRO DENVER

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

Position Description

Position: Fall 2019 Elementary/Middle School Work Study –Administrative Lead
Responsible to: Girls Inc. Instructors and Managers
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**. 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: Lead alongside Girls Inc. instructors who facilitate curriculum to girls in Elementary School Programs (1st-5th Grade) or Middle School Programs (grades 6th-8th Grade), in addition to providing administrative support for programs.

Principal Responsibilities:

- Assist program leadership with administrative tasks including data entry, data analysis, programmatic research, and similar.
- Lead supervisory support during free-time periods.
- Engage with girls on the playground (playing jump rope, initiating various sporting activities, running, lifting and reaching for outdoor equipment, kneeling, sitting on the ground, playing outdoors and on field trips, etc.)
- 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.
- Support program team with activities such as curriculum implementation, academic enrichment, girl choice time, or similar.
- Other duties as assigned.

Skills and Abilities:

- Proactive, outgoing, enthusiastic and dependable.
- Prepared to lead and/or facilitate various activities with elementary/middle school girls.
- Preferred but not required:
 - Experience working with children.
 - 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:

Fall programs run from Tuesday, September 3rd – Thursday, December 12th, 2019. Work-study students must be able to commit to at least **two** 3.5-hour shifts per week for the entirety of fall programs, and may work additional hours outside of this timeframe. Program hours are Monday-Friday from 3:00-6:30p, with occasional optional weekend opportunities. The schedule is the same for the entire semester.

Onboarding process:

Interested work study students 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 work study student at Girls Inc.

Orientation and Training:

One full day of training is **required** prior to working with girls:

- New Volunteer Orientation and Girls Inc.'s Anti-Oppression and Inclusion training, held on **Saturday, September 7th, 2019 from 8:30a-5:00p.**
- A light breakfast and full lunch will be provided; lunch is on site.
- Thank you for understanding that we do not make exceptions to this being a **required** training. It is offered only three times a year (January, June and September).

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.