Girls Inc. of Metro Denver
*Inspiring all girls to be strong, smart and bold*

Job Description/Announcement

Position: Community Educator for Ages 6-18
Responsible to: Manager of Elementary Programs
Location: 1499 Julian Street, Denver, CO

The mission of Girls Incorporated 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.

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 will facilitate programs for youth in 1st-12th grade both for girls at our center and in mixed gender settings in schools and community centers throughout the Denver Metro area.

Area of Instruction: Instructor will utilize both national Girls Inc. curricula and build their own curricula in the following areas, Academic Enrichment & Support, Healthy Living, and Life Skills. The Community Educator will facilitate our healthy sexuality program for youth in 3rd-12th grade at our partner schools throughout the Denver-Metro area.

Primary Duties:
- Plan and prepare for delivery of Girls Inc. national and local curricula classes
- Implement program curriculum, goals, objectives and evaluation methods for hands-on and engaging 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 for each session and enter class attendance in TRAXsolutions database
- 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
- Maintain clear and effective communication with contacts from multiple partner school sites to ensure effective delivery of outreach programming
Additional Duties:
• Provide direction, motivation, and management of program participants
• Provide a safe and fun environment for participants
• Assist with special events
• Assist with organizing and cleaning general program spaces
• Perform other job functions as needed

Qualifications:
• Demonstrates commitment to the 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).
• Must have 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: A base salary of $35,000 with additions for education, experience, and special skills.

• 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
• 401(k) 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. **Cover Letter** (please include explanation of how your experience, qualifications, and skills fit the position)
2. **Resume**
3. **Three Professional References**
4. 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 calls please):
   Destinee Perkins, Manager of Elementary Programs
   Girls Inc. of Metro Denver
   1499 Julian St.
   Denver, CO 80204
   dperkins@girlsincdenver.org

**Start Date:** mid-February 2020

**Application Deadline:** Preference will be given to applicants able to meet the deadline of February 7, 2020. Positions will remain open until filled.

**Equal Opportunity Employer**
Girls Incorporated 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: January 2020