



of Metro Denver

## GIRLS INC. OF METRO DENVER

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

### Volunteer Position Description

Position: College & Career Readiness Program Assistant  
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: Assist College & Career Readiness instructor as they facilitate Professional & College Prep activities for girls in 8<sup>th</sup> through 12<sup>th</sup> grade in virtual and in-person formats.

#### Principal Responsibilities:

- Virtually
  - Assist instructors with the delivery of class curriculum.
  - Log onto Zoom calls early and review the lesson.
  - During class, actively engage with girls in pro-girls, affirming ways, including through verbal engagement, head nodding, and the chat.
  - Assist with attendance tracking, screen sharing, posting content in the chat, and setting up Zoom functions (breakout rooms, polls, and similar).
  - Engage with girls in breakout rooms.
  - 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.
- In-person
  - Prepare for the girls' arrival by assisting with last-minute cleaning as needed (cleaning desks and items on desks, making sure cleaning supplies are available, and similar).
  - Assist with health checks upon girls' arrival which include temperature and symptom checks.
  - Provide creative supervisory support during free-time periods.

- Co-lead or lead warm-up and ice breaker activities.
- Manager behavior and classroom side conversations.
- Work as a team with Girls Inc. instructors and other volunteers.
- Help cultivate a safe environment for girls by addressing relational aggression and inspiring a culture of sisterhood.
- Maintain a positive environment for all girls through discipline, classroom management and inclusiveness.
- Other duties as assigned

Skills and Abilities:

- Interest in College & Career Preparation and/or experience in applying to & attending college, & preparing for the workforce.
- Proactive, outgoing, enthusiastic, and dependable.
- Experience working with children or teens preferred but not required.
- Experience with online meeting platforms (Zoom), including troubleshooting tech issues and facilitating breakout rooms and polls helpful; if less Zoom experience, interest in technology, and becoming more Zoom savvy.
- If personal and local health and safety regulations allow, be available to help with kit preparation and pick-up.
- Able to regularly communicate by e-mail.
- Able to interact positively with a variety of people with various cultural backgrounds and economic experiences.
- Committed to our mission.
- Comfortable with being in-person while maintaining and enforcing local health recommendations (i.e. wearing masks, social distancing, adhering to cohorts).  
Ability to pass a health check each day upon arrival to volunteer (includes wearing a mask and passing a temperature and symptoms check).
- Willingness to, as needed, take and submit results for a COVID-19 test.
- Proactive, outgoing, enthusiastic, and dependable.
- Flexibility with leadership roles and downtime, providing supportive help.
- Willingness to jump in and take on leadership roles as needed.
- Prepared to facilitate various activities with the girls in the age group you are volunteering with. Preferred but not required:
- Exhibit commitment to social justice and an anti-oppression approach.
- Demonstrate commitment to the mission, vision, and advocacy statements of Girls Inc. of Metro Denver.

Time Commitment:

College & Career Readiness programming takes place during the following dates and times during our academic year (September-April). Currently, all Monday through Friday College and Career programming will be virtual. Saturday programming is currently scheduled in person but may shift to virtual formats.

1. **Weekday College & Career Readiness programming** occurs monthly, about twice a week on Tuesdays and Thursdays from 4:30 to 7:00 pm
2. **Saturday Career Readiness Programming**  
Happens once a month on the second Saturday of each month from 12:30 to 2:00 pm and 1:30 to 3:00 pm
3. **Optional assistance with Personal Narrative tutoring & resume help**

which occurs Monday-Wednesday Virtually from 3:00-6:00p. We occasionally may reach out with a specific girl that needs specific help.

4. **Optional, as-needed special events** (sign-up will be done via email based on availability).

Onboarding process:

Interested volunteers 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) OR if under the age of 18, complete a member application.
4. Attend orientation and training before starting as a volunteer at Girls Inc.

Orientation and Training:

Training is **required** prior to working with girls:

- Volunteers will be asked to watch a previously recorded training or attend a future fall training date (yet to be set), totaling 4 hours.
- Additionally, all volunteers are expected to attend an Anti-Oppression and Inclusiveness Training, and new volunteers will be notified once these are scheduled.

***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.*