



of Metro Denver

GIRLS INC. OF METRO DENVER

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

Volunteer Position Description

Position: STEM 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 Girls Inc. instructors and volunteers as they facilitate mostly in-person and some occasional virtual STEM activities and tutoring to girls in 8th through 12th grade.

Principal Responsibilities:

- Assist instructors with the delivery of class curriculum in in-person and/or virtual environments.
- Assist with setting up STEM materials and have a working knowledge of equipment (will provide training).
- Assist with program administration which can include: taking attendance, setting up snacks, and monitoring clean-up.
- During sessions, engage the girls in the content or topic in pro-girl ways.
- 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.

Skills and Abilities:

- An interest in STEM and/or applicants who work in the STEM field or have taught STEM preferred.
- Comfortable with being in-person while maintaining and enforcing local health recommendations (i.e. wearing masks, social distancing, etc). This includes:
 - Volunteers are required to be vaccinated. We will ask you to sign a document indicating that you are.

- 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.
- A flexibility to adjust to shifts and changes with the pandemic that may impact our programs as well.
- 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
- Ability to demonstrate and facilitate various activities with girls ages 12-18.
- Able to regularly communicate by e-mail.
- Able to interact positively with a variety of people with various cultural backgrounds and economic experiences.
- Bilingual (English/Spanish) preferred but not required.
- Committed to our mission.

Time Commitment:

STEM programming takes place during the following dates and times during our academic year (September-April). Ideal candidates should be able to commit to at least one of these program areas consistently:

1. **Eureka! Saturday programming** occurs on the 2nd Saturday of the month from 8:30a-2:00p in-person.
2. **Eureka! STEM Tutoring** occurs on Tuesdays and Wednesdays from 3:00-6:00p on Zoom.
3. **G3 Afterschool Programs** occur Monday-Thursday from 3:00-7:00p in-person in the fall for five weeks (schedule still being finalized).
4. **Optional, as-needed special events** (sign-up will be done via email based on availability).

Orientation and Training:

Volunteer orientation is **required** prior to working with girls:

- New volunteer orientation and GIMD's anti-oppression and inclusion training will be held for the fall on Saturday, January 8th, 2022 from 8:30a-5:00p.
- At this time, we anticipate that this training will be in-person at our center (1499 Julian Street Denver CO 80204).
- A light breakfast and lunch will be provided.
- **Thank you for understanding that this training is required and is only offered a few times a year.** If you have any questions about this date, please address them in your interview.

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.