



GIRLS INC. OF METRO DENVER

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

Volunteer Position Description

Position: Spring Elementary/Middle School 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 who facilitate curriculum to girls in Elementary School Programs (1st-5th Grades) or Middle School Programs (6th-8th Grades), provide supervision during free-time, and ensure health and safety precautions are followed.

Principal Responsibilities:

- Assist with fun, interactive, pro-girl summer activities!
- 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.
- Help instructors prep class materials (create flip charts, get handouts ready, collect and organize paperwork, etc.).
- Lead warm up and ice breaker activities.
- Assist with distribution of snacks, set-up and clean classrooms and perform administrative tasks as needed.
- Supervise bathroom breaks and assist girls with spot cleaning after use.
- Work as a team with Girls Inc. instructors and other volunteers.
- Attend field trips in the Denver community on our shuttles/vans.
- Supervise and engage with girls during unstructured time, initiate conversations and attend to emotional/social needs as they come up.
- Manage behavior and classroom side conversations.
- 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:

- Must be 14 years of age or older for elementary and over 18 for middle school programs.

- Comfortable with being in-person while maintaining and enforcing local health recommendations (i.e. wearing masks, social distancing, etc). This includes:
 - Volunteers over 18 are required to be vaccinated. We will ask you to sign a document indicating that you are. Volunteers under 18 are strongly encouraged to be vaccinated.
 - 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.
- Flexibility with leadership roles and down time, providing supportive help.
- Willingness to jump in and take on leadership roles as needed, including helping to facilitate lesson content.
- Preferred but not required:
 - Experience working with elementary or middle school-aged girls
 - Bilingual (English/Spanish)
- Able to regularly communicate by e-mail and text.
- 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 approach.
- Demonstrate commitment to the mission, vision, and advocacy statements of Girls Inc. of Metro Denver.

Time Commitment:

Fall programs run from Tuesday, January 4th, 2022-Thursday, April 28th, 2022. Volunteers must be able to commit to at least **two** 3.5-hour shifts per week for the entire semester (high school volunteers are asked to commit to one shift), with some flexibility that can be discussed in your interview (see below). Schedule is the same for the entire semester. Elementary School Programs hours are Monday-Friday from 3:00-6:30p. Middle School Programs are Monday-Thursday from 3:00-6:30p. **Volunteers should be prepared to make a commitment to volunteering and anticipate few absences over this fall session.**

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:

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.