

Girls Inc. of Metro Denver

Inspiring all girls to be strong, smart and bold

Job Description/Announcement

Position: Educator
Responsible to: Manager of Programs
Location: 1499 Julian Street, Denver, CO

At Girls Inc. of Metro Denver (GIMD), we believe the Girls Inc. Experience™ equips girls to navigate gender, social, and economic barriers and grow into healthy, educated, and self-sufficient adults who advocate for themselves and others. Learn more at www.girlsincdenver.org

Position Summary:

Educators at GIMD facilitate and evaluate minds-on and hands-on programs for youth in Denver-Metro schools and at our West Colfax Center. They use the *Girls Inc. Experience and Girls Inc. Facilitation Approach* that prioritizes experiential learning that is engaging, fun and youth-centered. Educators work with all girls and youth across all GIMD departments including school-based and outreach settings with and an opportunity specialization in a specific age group or content area.

Educators utilize curricula in the following areas; 1) STRONG Programs: Healthy Living (ex: healthy sexuality, mental and physical health, and social emotional learning), 2) SMART Programs: Academic Enrichment & Support (ex: literacy & STEM), and 3) BOLD Programs: Life Skills (ex: entrepreneurship, leadership, advocacy, financial literacy)

Position Status: Exempt, full-time, salaried position.

Salary: \$43,000 - \$53,000 annually depending on skills and experience.

Schedule: Schedule varies each week based on class assignments. Includes some early mornings, late weekdays and weekends, seasonal hours can vary. View sample Educator schedules on our website at www.girlsincdenver.org/employment-opportunities/

Benefits:

- **A supportive work environment** with flexible work hours, schedule, and comp time, professional development funds allocated to each full time staff member, robust training for program staff with connection to the Girls Inc. National network including peer support and training opportunities, regular team meetings, one-on-one checks ins, and coaching with external consultants.
- **A culture of care** with paid family and medical leave, wellness program with cash incentives, sabbatical benefits, organization-wide retreats and team bonding events, generous paid time off, sick leave and at least 13 holidays per calendar year, quiet weeks where office closes to the public, and an employee emergency assistance fund.
- **A comprehensive benefits package** including 403b retirement plan including 3% employer contributions (no match requirement) , high quality employer sponsored health plan (paid at 100%) with Dental/Vision additions available, Flex Spending / Health Savings Account, and additional life, cancer and hospital & accident insurance available.

Required Skills

- **Cultural Competence:** Has an appreciation for diverse populations, cultures, and economic experiences. Exhibits commitment to social justice values and anti-oppression analysis. Demonstrates a commitment to the positive parameters of GIMD's professional behaviors (see link above).
- **Youth Development & Facilitation:** Ability to facilitate and manage groups of at least 15 youth. Ability to inspire, stimulate and support youth self-empowerment and social-emotional development from a feminist, anti-racist and anti-oppression lens.
- **Professional Assets:** Critical thinking and a belief that we can all learn from failure and improve outcomes through reflection. Flexibility with a higher tolerance for uncertainty and fast-pace that comes from working in a youth-centered space. Self-starter skills with willingness to find solutions rather than wait for direction. Values collaboration and supporting colleagues to advance GIMD's mission. Curiosity and ability to make generous assumptions about themselves and others.

Opportunities for Advancement:

GIMD offers Educators growth opportunities and advanced Educator and Coordinator positions based on skills and experience. Applicants are encouraged to share details of any additional skills and experience on their application to be considered for a more advanced Educator position.

Job Duties

Program Implementation (80%)

- **Facilitate hands-on/minds-on programs** in an engaging and fun way that centers girls as leaders of their learning.
- **Create a safe, and supportive learning environment** through effective classroom management, asset-based and pro-girl approach, self-discipline, and culturally responsive practices.
- **Provide coaching** for girls across the organization with social emotional support, direction, motivation, and behavior management.
- **Evaluate programs** by implementing goals, objectives and evaluation strategies.
- **Drive daily routes** to pick up girls at local schools in GIMD's 15-passenger vans.
- **Actively assist with program related logistics** such as structured free time duty, opening/closing, supporting other educators and programs, etc.

Program Administration (10%)

- **Track program budget**
- **Enter program data** in the Compass360 system (ex: classroom attendance)
- **Daily administrative duties** such as expense reports, program plans, data entry and general office and classroom tasks

Organizational Support (10%)

- **Assist with special events**, including within other departments at GIMD.
- **Assist with upkeep of shared spaces** (ex: organize, clean, report repairs, etc.)
- **Fully engage in trainings**, team and staff meetings, and other learning activities.
- **Perform other job functions as needed.**

Required Qualifications and Experience:

- Experience facilitating youth programming for groups of at least 15 participants.
- Experience working with girls.
- Experience working in positive youth development settings.
- Possess a valid Colorado driver's license, (or willingness to obtain one within a month of employment) with 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 of driving experience.
- Access to a personal vehicle to travel to school sites in Metro Denver. Mileage reimbursement provided.

Application Requirements: Please complete the application form, which includes uploading your resume, at <https://forms.gle/DnrrLBALVwfdFbt59> (case sensitive.) No cover letter needed. No phone calls, please.

Application Deadline: Positions will remain open until filled.

Interview Process: Our interview process takes approximately 3-4 weeks from the day you submit an application.

Organization Summary:

Direct Service: GIMD serves over 2,500 girls and youth each year through comprehensive, research-based programs that help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round programs to girls in kindergarten through college that are delivered by trained, mentoring professionals in a positive all-girl environment.

Advocacy: GIMD is committed to advancing the rights and opportunities of all girls and young women, to eliminating the barriers girls face, and reforming the systems that impede their success. We approach this work through an equity lens focused on girls' inherent strengths and centers on girls facing multiple, intersectional challenges.

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, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

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