



of the Northern Sacramento Valley

Position: Program Facilitator

Contracted By: Girls Incorporated of the Northern Sacramento Valley

Responsible To: Executive Director

Submission: Email a resume and cover letter explaining your interest in the position to girlsincnsv@yahoo.com
or
mail a resume and cover letter explaining your interest in the position to: Girls Inc. NSV PO Box 1135 Red Bluff, CA 96080

GENERAL SUMMARY:

Girls Incorporated is a national nonprofit youth organization dedicated to inspiring all girls to be strong, smart, and bold. Under the supervision of the Executive Director of Girls Incorporated of the Northern Sacramento Valley the Program Facilitator position plans and implements Girls Incorporated curricula programming, collects program and evaluation data, and serves as a positive role model and representative of Girls Incorporated of the Northern Sacramento Valley to young women in Shasta and Tehama counties.

PRINCIPLE RESPONSIBILITIES:

- Plan and conduct age/gender/culturally appropriate educational and social support Girls Incorporated programs utilizing the Girls Circle group format
- Assist with program planning and professional development with other Program Facilitators and Executive Director
- Keep Executive Director informed of problems, concerns, needs, trends and unusual activities within group
- Maintain accurate session records
- Document and submit hours and mileage reports on last day of each month
- Evaluate participants and groups as directed
- Participate in all required trainings and monthly Program Facilitator staff meetings
- Adhere to the implementation of program goals and objectives, and ensure Girls Incorporated programs and curriculum are implemented with fidelity
- Maintain girls' participation in the program
- Refer participants to other support resources, as needed
- Provide engaging group activities



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- Represent and attend meetings related to community collaboration and/or programming, at the specific request of the Executive Director only
- Refer all advancement opportunities encountered as on-site representative to Executive Director

QUALIFICATIONS:

- College degree completion or demonstrated progress toward completion
- Experience or education in prevention education, including substance use, pregnancy prevention, violence, nutrition, and youth development
- Demonstrated youth group facilitation skills
- Knowledge of local youth servicing community
- Excellent written, oral, organizational, presentation, and communication skills
- Reliable transportation in place and valid California driver's license, with a minimum of 2 years driving experience (required)
- Bilingual (a plus)
- Interest in education and empowerment programs and strategies for girls in the Northern Sacramento Valley region

REQUIRED TRAINING:

- Girls Incorporated Program Facilitator training
- Girls Incorporated Mandated Reporting training
- Girls Incorporated Curriculum training
- Girls Incorporated of the Northern Sacramento Valley orientation
- Girls Circle Association Facilitator training

APPROXIMATE HOURS:

- Part-time 2-10 hours per week
- Based on individual and school site

COMPENSATION:

Girls Incorporated of the Northern Sacramento Valley pays \$12.50-15.00 per hour for program facilitation, based on history and performance with Girls Inc. organization. An additional \$8.50 per hour is paid for preparation time, which refers to direct planning and preparation for group outside designated program facilitation hours. Mileage stipend is also paid based on current California rate for all travel to and from program sites while serving under Girls Incorporated of the Northern Sacramento Valley in the capacity of Program Facilitator.



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The information noted herein is intended to describe the general nature and level of work being performed by the individual(s) assigned to this classification. The information is not intended to be construed as an exhaustive list of all responsibilities, duties, or skills required of personnel so classified.