



**Girls Incorporated  
of Greater Madison**



**Goodman**  
Community Center

149 Waubesa Street  
Madison, WI 53704

**goodmancenter.org**

P: 608.241.1574

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## **Girls Inc. Outreach Facilitator**

**April 2017**

**Full-time Hourly/ 30 hours/week**

### **Job Reports to Girls Inc. Outreach Coordinator**

#### **Position purpose**

Girls Inc. is a national organization that utilizes research-based curricula and interactive activities to build mentoring relationships with girls within a pro-girl environment. The Girls Inc. Outreach Facilitator will be responsible in assisting with the expansion of Girls Inc. programming to middle school girls.

The Girls Inc. Outreach Facilitator will implement, monitor, and grow gender specific programs for youth who attend the Goodman Community Center's partner schools; O'Keefe Middle School and White Horse Middle School. As a component of in school and out of school, the Girls Inc. Outreach Facilitator will be collaborating with schools to coordinate weekly lunch visits and to provide Girls Inc. programming during school and afterschool hours. This role will work closely with the Girls Inc. Outreach Coordinator to assure quality programming while maintaining the elements of the Girls Inc. experience. All programs should be guided by the Girls Inc. commitment to quality and the core essential services of the Girls Inc. experience.

#### **Responsibilities/Duties/Functions/Tasks**

Overall Duties: Facilitate daily programming for elementary, middle or high school girls, targeting low – income and/or girls of color. Promote Girls Inc. presence in the partner schools and ensure that a high quality program is maintained.

- Develop weekly lesson plans to ensure plans are linked to Girls Inc. experience and provide positive outcomes and deliver evidence-based programming.
- Maintain office hours during school day hours in order to be a regular presence at assigned Girls Inc. sites. Attend various club meetings, extra-curricular events, classes and lunch times where connections with students can be established and maintained.
- Provide regular lunchtime during school and afterschool programming.
- Deliver Girls Inc. curricula that focuses on STEAM, self-esteem, relationship building, respectful use of social media, and anti-bullying.
- Recruit girls when necessary to meet the ideal number of girls being served.
- Participate in Girls Inc. training and professional development.
- In coordination with Girls Inc. Outreach Coordinator, maintain an ongoing, open communication with school administration, teachers, and staff monthly. Attend all facilitator meetings.



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- Develop and maintain a working relationship with Girls Inc. staff from all Girls Inc. of Greater Madison sites.
- Monitor and communicate successes or concerns to Girls Inc. Outreach Coordinator.
- Promote skill building, mentorship and positive attitudes through the Girls Inc. Bill of Rights.
- Connect and build partnerships to enhance Girls Inc. programming.
- Promote and empower youth voice through building and maintaining mentoring relationships with girls.
- Collaborate with youth and staff to develop community engagement opportunities as well as family engagement events.
- Monitor interactions with youth and work with staff and volunteers on positive language, positive behavior management, and problem solving.
- Collaborate with appropriate school staff to provide girls with academic support and socioemotional support.
- Observe partner School policies and procedures, and respect the Girls Inc. program space as well as general School instructional spaces.
- Attend weekly staff meetings and all required GCC staff meetings.

#### **ADMINISTRATIVE**

- Create daily lesson plans, making sure all plans are recorded, properly tracked, and posted as part of the classrooms weekly schedule. Lesson plans should be developmentally appropriate.
- While working with elementary age girls, be knowledgeable of and adhere to state licensing regulations and City of Madison accreditation standards.
- Complete data collection as required.
- Maintain assigned youth's files and ensure all required paperwork and other permissions and approvals are updated and on hand, as needed throughout the year.
- Create and print out a monthly Girls Inc. program calendar which will be distributed to School staff and post in Girls Inc. program space.
- Record daily attendance of participants.
- Participate in continuing education trainings to complete required hours.

#### **LEADERSHIP**

- Participate in planning and implementation of GCC wide Women of Impact and other Girls Inc. of Greater Madison programming.
- Provide guidance and support for Girls Inc. volunteers and/or interns placed at partner schools and sites. Support a high quality volunteer management program by supporting and training volunteers and by communicating volunteer needs and feedback to the volunteer Manager.

#### **Qualifications:**

- Working knowledge of positive youth development.



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- Educational background in or experience in working with teachers and staff in an academic setting.
- Competency using basic office software.
- Strong organizational skills.
- Strong verbal and written communication skills.
- Ability to work as a team and independently, take on a leadership role, and maintain a positive work environment.

**Special Position Requirements**

- Ability to work a flexible schedule including some evenings and weekends in addition to business hours.
- Hold a valid driver's license and an insurable driving record. Access to reliable transportation.

**Preferences**

- Knowledge of Madison resources, program opportunities, and a diverse range of activities.
- Willingness to drive 15 passenger van.

Employee acknowledgement/date \_\_\_\_\_

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*