



**Girls Incorporated
of Greater Madison**



**Goodman
Community Center**

149 Waubesa Street
Madison, WI 53704
goodmancenter.org
P: 608.241.1574
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LOFT High School Girls Inc. Facilitator

November 2018

Full-time Hourly/Nonexempt 40 hours/week

Job Reports to High School Coordinator

Position purpose

The LOFT High School Girls Inc. Facilitator is responsible for creating, implementing, monitoring, and growing gender specific programs for high school (HS) girls as a component of out of school (OST) program for Goodman Community Center. This role will support the larger goals of LOFT programming and work closely with the High School Coordinator to recruit, develop, and implement programming for all HS students rooted in best practices. The LOFT High School Girls Inc. Facilitator will work closely with the LOFT team to assure quality programming and in maintaining the elements of the Girls Inc. and LOFT experiences.

This position is housed within the Goodman LOFT but works closely with the Girls Inc. of Greater Madison (GIGM) department which promotes Girls Inc. programs across Madison. This position will collaborate with the East High Girls Inc. Facilitator and the LOFT High School Coordinator to provide Girls Inc. and LOFT programming at the Goodman Brassworks facility, East High School, and throughout the community. This position will work with youth and staff to create unique experiences grounded in academic inquiry, community engagement, life skill development and health and wellness through supporting and connecting youth voice to real-life projects and activities.

All programs should be guided by the Goodman mission, vision, and values, input from youth and community members, Girls Inc. National Strategic Priorities, evidence-informed quality practices, and stated program outcomes. The HS Girls Inc. group operates as a part of the Lussier LOFT program thus supporting the LOFT mission, vision and program values.

Responsibilities/Duties/Functions/Tasks

Overall Duties: Coordinate daily programming for young women in LOFT programming to ensure a high quality program is maintained.

Program Development and Facilitation

- Develop weekly lesson plans using the required GI curriculum with Girls Inc. Core Essential Services (*Strong, Smart and Bold* OR Health/Wellness, Education/Instruction, Community Engagement & Life Skills) to ensure plans are linked to national, community, and school day academic and social emotional goals and outcomes
- In partnership with Academic/CLC Coordinator and TEENworks Coordinators, plan activities and field trips to prepare HS youth for college readiness, career exploration, and life skills development.



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- Coordinate with LOFT Middle School Girls Inc. Facilitator to create opportunities to bridge 8th - 9th grade Girls Inc. participants.
- Participate in Girls Inc. National and GIGM citywide functions and opportunities whenever feasible
- Provide support to TEENWorks programs ensuring linkages between health and wellness, life-skills, entrepreneurship, and employability programs.
- Provide leadership and support in HS study sessions.
- Promote and support Fit Youth Initiative (FYI) programming for HS girls.
- Provide general oversight of snacks and meals following procedures as trained.

Positive Youth Development / Youth-Adult Partnerships

- Recruit and enroll HS students to meet targeted Girls Inc. and LOFT attendance outcomes
- Monitor interactions with youth and work with staff on positive language, positive behavior management, conflict resolution and youth engagement (social emotional learning).
- Promote skill building, mentorship and positive attitudes through the Girls Inc. Bill of Rights and Goodman Center values.
- Promote and empower youth voice through building and maintaining mentoring relationships with HS girls.
- Support and coordinate HS Girls Inc. Ambassador program and High School Youth Council.
- Collaborate with other GCC programs to create and follow through on youth-adult partnership projects.
- Identify and maintain a caseload of all Girls Inc. youths' academic and social progress throughout the year to ensure accurate reporting and data collection is taking place

Partnerships, Community Outreach, and Family Engagement

- Be a regular presence at East High School to build on relationships critical for program implementation. Meet regularly with appropriate school-based staff, attend extra-curricular events, classes, and lunch times where connections with HS students can be established and maintained.
- Work with the GIGM Manager and the AmeriCorps volunteer coordinator to integrate Women of Impact and women mentoring opportunities for HS girls.
- Build and maintain community partnerships to support HS Girls Inc. and LOFT programming.
- Support center outreach efforts to youth living in inadequately resourced areas served by GCC to encourage their engagement.
- Collaborate with youth and staff to develop community engagement opportunities as well as family fun nights.

Administrative

- Monitor and communicate successes and concerns to Assistant Director of Youth Programs on a consistent basis.
- Attend all LOFT, GCC all-staff, and Girls Inc. meetings.
- Complete data collection for the LOFT, TEENworks, and Girls Inc. departments as required.



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- Complete and submit quarterly program matrix calendars to the Girls Inc. Outreach Manager
- Collect, update and maintain assigned youth files and case management folders; ensure all required paperwork and other permissions and approvals are on hand, as needed throughout the year.
- Regularly check and respond to email and other internet-based sharing tools as a function of effective communication both within LOFT programming and center-wide at GCC.
- Assist with adherence to standards and ensure the quality of program meets all contract or grant obligations.

Leadership

- Participate in required continuing education hours and professional development opportunities.
- Lead professional development opportunities and meetings related to young women's engagement, as requested.
- Supervise, train and support the AmeriCorps Members, Gender and Women's Studies and other Girls Inc. interns. Provide timely feedback and support staff development in accordance with GCC Continuous Quality Improvement policy.
- Facilitate monthly check-ins with the LOFT MS Girls Inc. Facilitator to ensure collaboration across programs
- Work with Girls Inc. of Greater Madison Outreach Manager, Director of Programs, and GCC Development staff to plan and implement Girls Inc. special events (Job Shadowing, Mentoring Events, Women of Impact Special Projects, International Women's Day, etc.).
- Support a high quality volunteer management program by supporting and training volunteers and by communicating volunteer needs and feedback to the Volunteer Manager.
- Work with the Assistant Director of Youth Programs to manage the Girls Inc GCC budget and ensure appropriate and allowable expenditures.

Qualifications

- Two or more years working in an after-school setting or with High School Youth with program planning, environment design, and supervisory experience.
- Previous experience with gender-based programming, specifically related to girls and/or young women
- Working knowledge of positive youth development.
- Experience facilitating groups.
- Experience working with HS aged adolescents in group settings.
- Experience working with economically, racially and ethnically diverse populations.
- Competency using basic office software.
- Strong organizational, verbal and written communication skills.
- Ability to work as a team, take on a leadership role, and maintain a positive work environment, while supporting co-workers and enforcing center and program rules consistently.
- Ability and desire to be hands on, and participate in all activities provided for youth.



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- Outgoing personality and desire to build relationships with partner schools, families, community organizations, and youth
- Ability and willingness to engage in physical activities indoors and outdoors.

Special Position Requirements

- Ability to work a flexible schedule including evenings and some weekends in addition to business hours.
- Hold a valid driver's license and a good driving record. Willingness to drive 15 passenger van.
- Successfully complete criminal background check.
- Desire to learn and teach in a fun and challenging work environment

Preferences

- B.A. in Social Work, Counseling, Education, or a related field
- Knowledge of Madison resources, program opportunities, and a diverse range of activities.

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.