



**Girls Incorporated of Central Alabama
JOB POSTING**

Job title: Program Instructor
Category: Center-Based
Location: Crestwood Center-Birmingham, AL
Status: Part-Time Regular

Job Description:

Purpose and Function: To plan and facilitate enrichment programming for girls ages 6-18 attending Girls Inc.'s center-based programs.

Responsibilities:

- Plan, organize and facilitate programs for school-age girls that focuses on health and wellness, life skills development, and academic enrichment.
- Assist with the daily operation of center-based programming during the school year and summer.
- Develops and implement program-related goals and objectives.
- Assist Center Director with the collection of evaluation data and the administration of program-related surveys.
- Provides written and verbal reports of service delivery and outcome measures.
- Transport girls on agency mini bus. (Driving training will be provided).
- Occasionally works outside regular working hours and on weekends for program or agency related events.
- Job may require some travel to trainings, meetings, and other job-related functions; candidate must possess reliable transportation.

Qualifications, Education/Experience:

- Bachelors' Degree and/or 2-4 years' experience providing direct services to youth
- Experience in developing and implementing youth activities, especially for girls a plus.
- Experience in reporting and tracking attendance and activities.
- Must be insurable with a good driving record
- Candidates with proven youth involvement preferred
- Excellent organizational and time management skills.
- Ability to work in a collaborative work environment.
- Excellent verbal and written skills. Bilingual skills are a plus.
- Computer skills preferred.

Other Requirements:

- Physical ability to occasionally lift objects weighing 5-20 lbs.
- Valid Alabama Driver's License and evidence of personal automobile liability insurance and must be eligible for coverage by organizational automobile liability insurance (as determined through review of MVR records).
- Clearance of an investigative background check

Work Hours: 25-30 hours per week (hours may vary depending on the program season and needs)

Compensation: Starting pay \$15 per hour. This position is ineligible for employee benefits.

How to apply: Email or Fax resumes and salary requirements to Jessica Rodgers, Director of Program Operations at jrogers@girlsincentral-al.org or (205) 599-5550. No phone calls please.