GIRLPowR Program Coordinator

Position Overview:

The GIRLPowR Program Coordinator will collaborate closely with the Executive Director, after-school girls' club and summer camp teachers, and CLC site directors to provide service and support for the organizational development and learning functions within GIRLPowR Inc. This position will have direct contact with program activities for after-school programs, assist with teacher orientation and training, observe clubs, co-teach when necessary and communicate with club teachers on a regular basis.

Organization Overview:

GIRLPowR, Inc. is a Lincoln-based non-profit organization dedicated to empowering girls by reducing barriers to their equal participation in formal education, and fostering girls' self-worth, socioeconomic independence, leadership potential and vocational opportunities. GIRLPowR's domestic education and empowerment programs for pre-adolescent and adolescent girls are delivered locally in collaboration with Lincoln Public Schools, Community Learning Centers, Lincoln Parks and Recreation, Bright Lights and other summer enrichment camps.

Qualifications:

- Ability to represent at a high level of spoken and written communications.
- Experience with academic enrichment youth programs.
- Proven skills in public speaking, program analysis, project coordination, communication, and data collection.
- Able to handle numerous projects at the same time and work independently.
- Well-organized, attentive to detail, and able to follow verbal instructions.
- Minimum of two years or equivalent job experience.
- Bachelor's Degree preferred. A valid driver's license and reliable transportation required.
- Hiring is contingent upon approval from the Nebraska Central Registry of Child Abuse and Neglect as well as Nebraska Adult Protective Services Registry and State Patrol Criminal Background Checks.

Duties/Essential Responsibilities:

- Coordinates program activities for after-school programs and summer camps.
- Ensures prescribed activities are carried out in accordance with specified objectives, licensing/accrediting standards, government regulations, organization policy, and procedures.
- Prepares program reports for Executive Director.
- Monitor all site reports and surveys, and facilitates assessments including YPQA observations and data collection (should be trained as a trainer), LPS Rubric (measure and implement), CLC surveys (schools, parent, student, teacher surveys).

- Assists with research, compilation and organization of curriculum materials.
- Facilitates and conducts club/camp teacher communication.
- Has excellent communication skills including the use of Google Suite. Expected to maintain running meeting minutes of all meetings with Site Directors and School Community Coordinators, maintain an updated google sheet with all staff and contact information, as well as community partners.
- Representing GIRLPowR to all outside community partners with kindness and the highest degree of professionalism.
- Assist Executive Director with administrative tasks when all other above stated duties are complete in regards to program coordination.

Direct Report:
Executive Director of GIRLPowR, Inc.

Type of Position:
Part-time
20-30 hours per month

Compensation:
$13 - 15/hr

To Apply:
Send resume, 2-3 professional references, and cover letter electronically with subject GIRLPOWR PROGRAM COORDINATOR APPLICATION to Executive Director, Julie Reager at juliereagerdirector@gmail.com AND Board President, Nancy Petitto at nancyapetitto@gmail.com

Questions about the position can be directed to Nancy Petitto at nancyapetitto@gmail.com

**Applications will be accepted until position is filled. Preference for candidate to train and start employment immediately.*