JOB POSTING

Girls Incorporated of Lynn is a United Way agency which provides after-school and vacation programming for girls ages 5−13. A **PROGRAM SPECIALIST** is needed to join ourteam to design and implement programs to inspire girls to be strong, smart, and bold and to develop girl’s capacity to overcome the effects of discrimination, be self-sufficient, responsible members of the community, and by serving as a vigorous advocate for all girls. Follow EEC and CDC re-opening guidelines.

**Position:** Program Specialist

**Hours:** 12:00-5:30, Monday−Friday (27.50 hours per week)

 Summer and vacation week hours up to 40 hours per week.

**Benefits:** Paid holidays

**Salary:** $15.00 per hour

**Qualifications:** minimum one-year experience working with school age children. Under graduates
 or graduate college students. First Aid and CPR a plus. **Three years driver’s
 license** **required.**

# Principle Responsibilities

* Plans and conducts special interest group/activities for girls 5-13 years of age.
* Assists with program planning with other staff members.
* Keeps supervisor informed of problems, concerns, needs, trends, and unusual activities.
* Maintains accurate class records.
* Participates in staff meetings and trainings as requested.
* Organizes and maintains assigned work area.
* Upholds and enforces Center rules and safety regulations.
* Assists with program transportation service.
* Carries out other responsibilities as assigned.

Applications/resumes accepted Monday through Friday from 10:00−5:30pm at:

## Attention: Maria Manzueta

## GIRLS INCORPORATED OF LYNN

**50 High Street**

**Lynn, MA 01902**

For more information, contact Maria Manzueta at (781) 592−9744 ext. 224 or e-mail mamanzueta@girlsinclynn.org

GIRLS INCORPORATED OF LYNN IS AN EQUAL OPPORTUNITY EMPLOYER