



## **Girls Incorporated of Lynn**

**JOB TITLE:** Math Coordinator

**DEPARTMENT:** Program

**REPORTS TO:** Director of School-age Childcare and Director of Middle and High School Programs

**SUPERVISES:** Volunteers

**OVERVIEW:** Girls Inc. of Lynn, a nonprofit organization, has been operating programs and advocating for girls since 1942. As a member of a national organization, our comprehensive, intentional afterschool and out-of-school day programming focuses on developing the whole girl. A combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to lead fulfilling and productive lives, break the cycle of poverty and become role models in their community. We inspire all girls ages 5-18 to be strong, smart, and bold in our in-school and out-of-school-time programs.

Many girls participating in our programs need services, and face challenges to academic and socioemotional success, particularly around math. Results from the 2019 MCAS test show that only 78% of Lynn's students met or partially met expectations on the math portion. The COVID-19 pandemic has exacerbated and contributed to the program needs girls enrolled at Girls Inc. face. The pandemic led to a significant loss of learning during the spring of 2020 and the 2020-2021 school year, as has been reported and documented by many news sources.

The Math Coordinator will work in partnership with Girls Inc. Program Directors and both school districts to develop grade-appropriate math programs. Integrated and structured math programs at Girls Inc. of Boston and Lynn will improve the girls' attitudes and feelings about math. Girls will approach math with an "I can" attitude, which will improve their confidence, decrease their anxiety in math class, increase their feelings of belonging, and improve their overall socioemotional health. Additionally, because of their increased confidence, attitudes towards STEM careers will also increase.

**STATUS:** Full time, exempt

**SCHEDULE:** Monday – Friday, 10:00-6:00

**SALARY:** \$52,000

**RESPONSIBILITIES:**

- Identify age-appropriate math curricula for girls ages 5-18 in an out-of-school setting;
- Plan, and deliver math programming to members;
- Train and support staff and volunteers to deliver math curricula;
- Participate in all meetings as requested;
- Provide regular support to parent/guardians;
- Complete program evaluation requirements including monthly reports and grant reports, attendance tracking and administer program evaluation to participants;
- Assist with Family Night events;
- Keep supervisor informed of trends, concerns, or problems with participations;

- Assist with the recruitment, training, and support of volunteers;
- Serve as liaison with all partners such as school departments, museums...;
- Developing hands-on engaging math activities;
- Identify the needs of our younger members to create the scaffolding for more sophisticated mathematics;
- Other tasks as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree from an accredited university in a related field such as education;
- At least 3 years of teaching or youth development work experience;
- Preferably bi-lingual;
- Experience with program development, lesson planning and program facilitation;
- Strong familiarity with core curriculum frameworks;
- Ability to approach mathematics creatively using hands-on, interesting math problems and challenges that integrate games, a variety of materials and a big dose of fun!!!
- Ability to work independently and take initiative;
- Excellent organizational and communication skills;
- Comfortable initiating phone calls and interacting regularly with families, volunteers, and partners;
- Strong problem-solving skills;
- Ability to work flexible hours including evenings;
- Excellent management and organizational skills;
- Experience using social media;
- Strong computer and Internet skills;
- Demonstrated ability to work with people of different races, ethnicities, ages, abilities and experiences;
- Proven ability to manage multiple tasks and priorities and plan;
- Experience planning and delivering training to adults;
- Strong written and oral communication skills;
- Skill, knowledge, and ability to communicate with a broad constituency including parents;
- Positive attitude and good sense of humor.

#### **COVID-19 CONSIDERATIONS:**

- All employees, interns, vendors, girls, and guests are required when in the building to wear a face mask, social distance, and practice good hand hygiene.
- Sanitizing, disinfecting, and cleaning procedure in place.

Girls Incorporated of Lynn is an Equal Opportunity Employer. Females, BIPOC, minorities, veterans, and persons with disabilities are strongly encouraged to apply. Hiring is contingent on a satisfactory background check including a CORI.

To apply:

Email cover letter and resume to Lena Crowley, Director of Middle and High School Programs at [lecrowley@girlsinclynn.org](mailto:lecrowley@girlsinclynn.org)

