

## Girls Incorporated of Lynn

**JOB TITLE:** Eureka Associate

**DEPARTMENT:** Middle School Programs

**SUPERVISES:** Eureka interns and members

**OVERVIEW:** To work with the Eureka Staff Team to provide a positive, enriching summer experience for girls ages 12-14 years old, by developing positive relationships with the girls, assisting in classes, and modeling the “I Can Do It” Eureka attitude.

### Principal Tasks:

- Facilitate daily Home Circle ice breaker and teambuilding activities
- Create a safe and welcoming environment by being a relationship broker and advocate for the girls
- Record a daily attendance, administering surveys, injury reports, create and distribute notices as needed
- Enforce Code of Conduct
- Assist in one of the cornerstone STEM classes (math, science, computers, or design) and in the other components of Eureka as assigned including the Mi Vida, Mi Viaje personal development class, and athletics
- Assist with serving and documenting breakfast and snack
- Maintain program space and organization of program equipment and supplies
- Supervise the girls' activities, intervene in potentially unsafe situations, and implement proper discipline techniques with assertiveness and consistency
- Ensure safety while offsite and demonstrate leadership during group field trips
- Assist with participant recruitment, follow up contact, interviews and orientation
- Participate in all pre-Eureka staff trainings, regular weekly meetings and a final debrief meeting
- Assist with special events including the Eureka-a-thon field day, talent show and Graduation
- Perform other duties as assigned by the Supervisor of Middle School Programs

### Qualifications:

- Bachelor's degree or working towards completion
- Experience working with youth, preferably girls
- Experience facilitating groups and classroom management
- Strong relationship building skills
- Good communication skills
- Ability to problem solve
- Strong interest in gender equity and an understanding of the importance of promoting science, math, engineering and/or technology with girls
- Patient, creative and sense of humor
- Ability to use Microsoft Office programs and Google Drive

**Schedule:** Pre Eureka 5-10 hours for staff training and meetings dates to be determined

During Eureka 40 hours per week, Monday – Friday, 8:00-4:00, starting July 5-August 19, 2022

**Rate:** \$16.00 per hour

**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.**

Please send resumes to: Lena Crowley at: [Lecrowley@girlsinclynn.org](mailto:Lecrowley@girlsinclynn.org) or mail to:  
Lena Crowley, Director of Middle School Programs Girls Inc. of Lynn 50 High Street Lynn, MA 01902

**girls  
inc.**

of Lynn

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