JOB POSTING

Girls Incorporated of Lynn is a United Way agency which provides after-school and vacation programming for girls ages 5−13. A **SUMMER** **PROGRAM SPECIALIST** is needed to join our team 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.

**Position:** Program Specialist

**Hours:** 7:30−5:30, Monday−Friday (up to 40 hours per week summer months

**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.

# Principle Responsibilities

* Supervise, plans and conducts special interest group/activities for girls 5-13 years of age.
* Sanitize and disinfect rooms
* 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.
* Attend field trips and beach outings.
* Carries out other responsibilities as assigned.

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

## 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