



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

AGENCY DESCRIPTION: Girls Inc. of Lynn, a nonprofit organization, has been operating programs and advocating for girls since 1942. We inspire all girls ages 5-18 to be strong, smart, and bold in our in-school and out-of-school-time programs.

As a member of a national organization, our comprehensive, intentional afterschool and out-of-school programming focuses on developing the whole girl through the *Girls Inc. Experience* which offers mentoring relationships, a girls-only, 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.

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.

OVERVIEW: The Math Coordinator will develop and deliver grade-appropriate math programs aimed at improving the girls' attitudes and feelings about math. The Math Coordinator will train and coach staff and volunteers to deliver math programs. As a result of participating intentional math programming we believe our 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 improve.

STATUS: Full time, non-exempt

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

SALARY: \$45,000-\$47,000

RESPONSIBILITIES:

- Identify, plan, and deliver age-appropriate math curricula for girls ages 5-18 in an out-of-school setting;
- Train and coach staff and volunteers to deliver math curricula;
- Participate in all meetings as requested;
- Provide support to parent/guardians as needed;
- Complete program evaluation requirements including monthly reports and grant reports, attendance tracking and administer program evaluation to participants;
- Assist with special events including but not limited to Family Math Night and STEM Night;

- Keep supervisor informed of trends, concerns, or problems with participants;
- Serve as liaison with all partners such as school departments, museums;
- Other tasks as assigned.

QUALIFICATIONS:

- Bachelor's degree in a related field such as education is strongly preferred; however relevant experience is highly valued;
- Demonstrated ability to work with people of different races, ethnicities, ages, abilities and experiences;
- Strong familiarity with core curriculum frameworks;
- Experience working in an after-school/out-of-school time setting;
- 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!!!
- Strong program facilitation skills;
- Preferably bi-lingual;
- Experience with program evaluation and report writing;
- Ability to work independently and take initiative;
- Excellent organizational skills;
- Comfortable initiating phone calls and interacting regularly with families, volunteers, and partners;
- Experience training and coaching adults;
- Strong written and oral communication skills;
- Able to work flexible hours including the occasional evening or Saturday;
- Strong computer skills: Internet, Microsoft Office, Google Suite and Canva;
- Positive attitude and good sense of humor.

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

