**Girls Incorporated of Lynn**

**JOB TITLE:** Eureka Lead Instructor

**DEPARTMENT:** Middle School Program

**SUPERVISES:** Eureka interns and volunteers

**STATUS:** Full-time Consultant stipend position, July 6-August 21, 2023

**Overview:** Girls Inc. Eureka! is a STEM-based approach to engaging and empowering 7th - 10th grade girls to see themselves as an important part of the workforce of the future. During the Eureka! program, girls get to participate in a variety of exciting and compelling activities that explore the cutting-edge world of STEM - nano sciences, robotics, DNA research, forensic science - through hands-on experiences in a college campus environment. With complementary activities in sports and physical fitness, healthy living, and financial literacy, Eureka! fully fosters educational, professional and personal development.

Girls Inc. of Lynn seeks lead instructors to plan, facilitate and evaluate daily classes in one of the following STEM areas: Computer Science/Technology, *Design* (Architecture & Engineering), *Marine & Environmental Science* as well as a lead instructor for *Athletics.*

**Principal Tasks:**

* Plan and conduct hands-on, minds-on activities daily, four days a week;
* Provide class outline and supply list:
* Track daily attendance of the girls in your class;

## Complete a final report which includes detailed lesson plans and evaluation results;

* Participate in all pre-Eureka staff trainings, regular weekly meetings and a final debrief meeting;
* Supervisor 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 expeditions and group field trips;
* Supervise a teen intern;
* Assist with other components of Eureka including athletics and field trips;
* Assist Eureka special events including parent/member orientation, Eureka-a-thon field day and graduation;
* Perform other duties as assigned by the Middle School Program Manager.

**Qualifications:**

* Educational and/or professional background in science, math, engineering and/or technology or athletics;
* Experience working with youth preferably girls and/or urban youth ages 12-15;
* Experience in classroom instruction and group facilitation;
* Strong interest in gender equity and an understanding of the importance of promoting science, math, engineering and/or technology with girls;
* Demonstrated ability to be professional, creative, innovative and flexible;
* Instructors must be available to work all dates of the program including all pre-program training and meetings as well as post-program meeting;
* Strong written and oral communication skills;
* Able to use Microsoft Office and Google Suite.

Lead Instructor stipends are $7000 for full days from July 6-August 21, 2023, Monday- Friday 8:00-4:00. The stipend includes staff orientation, training, program planning & preparation time that will take place before Eureka starts as well as a post program meeting, reporting and curriculum documentation.

**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 CORI background check.**

**Please send cover letter and resume to: Lena Crowley, Director at:** [**Lecrowley@girlsinclynn.org**](mailto:Lecrowley@girlsinclynn.org)

