



Girls Incorporated of Lynn

JOB TITLE: Math Literacy 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.

OVERVIEW: The Math Literacy Coordinator will develop and deliver grade-appropriate math programs aimed at improving the girls' attitudes and feelings about math. The Math Coach will also train and coach staff and volunteers to deliver math programs.

STATUS: Full or part time, non-exempt

SCHEDULE: Monday – Friday, hours to be determined

SALARY: \$24.50 per hour

RESPONSIBILITIES:

- Design 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 developing and teaching math;
- 1 year of 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

Or call 781-592-9744 x213