



of Boston and Lynn

JOB TITLE: Academic and Career Exploration Program Specialist

DEPARTMENT: Middle School Program

REPORTS TO: Middle School Program Manager

SUPERVISES: High School Academic Peer Leaders and Volunteers

OVERVIEW: Girls Inc. of Boston and Lynn, a nonprofit organization, has been operating programs and advocating for girls since 1942. As a member of a national organization, our comprehensive, intentional after-school and out-of-school time programs focus on developing the whole girl. A combination of long-lasting mentoring relationships, a 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. We inspire all girls ages 5-18 to be strong, smart, and bold in our in-school and out-of-school-time programs.

PURPOSE: The Academic and Career Exploration Program Specialist will provide programming to support middle school girls' in-school learning, strengthen their academic skills and increase their awareness of future career options.

STATUS: Fulltime, nonexempt.

PAY RATE: \$22.00 per hour

BENEFITS: Health insurance, 403B retirement plan and earned time,

SCHEDULE: 40 hours a week, Monday-Friday 10:00-6:00.

RESPONSIBILITIES:

School year:

- Plan and deliver academic enrichment and support programming three days a week to the middle school girls;
- Oversee the academic support component of the program which includes providing homework assistance, subject specific tutoring and alternative academic activities for girls who do not have homework;
- Oversee and track the girls use of the Khan Academy online learning program;
- Design and implement incentive programs to motivate girls to recognize and reward the girls' progress;
- Recruit and train high school girls to serve as academic peer leaders who deliver academic workshops to the middle school girls;
- Collect and track report cards and progress reports from members;
- Contact parent/guardians as needed to share concerns about a girls' academic status;
- Work with the girls, her parent/guardian and teachers to create an academic plan for girls who a C- or less;

- Evaluate all programming;
- Complete program reports as request;

Summer:

- Deliver daily Academic and Career Exploration class within the Eureka summer STEM program and coordinate internship program which includes;
- Train, place and supervise 12-15 rising tenth graders in summer internships;
- Identify, orient, and support summer internship host sites located at Lynn community businesses and social services organizations;
- Coordinate visits to local businesses and positive risks taking activities i.e., ropes course, rock climbing;
- Assist with other components are assigned.

General Responsibilities

- Supervise participant's activities;
- Participate in weekly staff meetings;
- Uphold and enforce program rules;
- Assist with the administration and operation of the middle school program as needed including snack, informal time, member recruitment and Fun Fridays;
- Organize and maintain program space, supplies, equipment, and materials;
- Work collaboratively with Girls Inc. staff to provide a safe, secure, pro-girl environment and intentional programming;
- Keep supervisor informed of problems, concerns, needs, trends, and unusual activities;
- Assist with special events and field trips as requested;
- Carry out other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in education, social work, psychology or sociology or a related field, however undergraduate students with related experience will be considered;
- Experience with lesson planning and program facilitation;
- Experience working with middle and high school youth, in a multicultural, urban setting;
- Able to create a safe, welcoming, inclusive, supportive, and creative environment for youth, staff and volunteers;
- Knowledgeable about the academic needs of middle school youth;
- Excellent organizational and communication skills;
- Comfortable working with adult volunteers;
- Comfortable initiating phone calls and interacting regularly with families, volunteers, and partners;
- Strong problem-solving skills;
- Experience using social media;
- Strong computer skills and Internet familiarity;

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 email cover letter and resumes to: Liandra Reyes, Middle School Program Manager
lreyes@girlsinclynn.org