



GIRLPowR Club Teacher

Job Description

Reports to: GIRLPowR Program Coordinator, CLC Site Director, Youth Program Coordinator

Location: Various Lincoln Public Schools and cultural community centers

Shift: One club session per week, M-F after-school or Saturdays 10:30 am - 12 pm
Minimum commitment is one semester, full school year preferred

Pay: Site Specific

Job Summary:

GIRLPowR Inc. is seeking Club Teachers to plan and facilitate after-school and community center programs for girls in 4th - 8th grades. This position will work closely with the GIRLPowR Program Coordinator and the CLC Site Director or the Community Center Youth Program Coordinator to plan, facilitate and evaluate comprehensive and well-rounded programs. Club Teachers are required to create and facilitate lesson plans (utilizing GIRLPowR curriculum), purchase program materials (using GIRLPowR funds), maintain student information and surveys, lead field trips, and assist with the cleanup of program areas. This position will require someone who can develop, lead and implement programs that are impactful and fun. Areas of focus are academic success, healthy lifestyles, and character & leadership.

Qualifications:

- High School Diploma
- Experience working with youth and knowledge of child development
- Proven ability to plan and implement quality programs for youth
- Proven ability to motivate and engage youth and manage behavior challenges
- Exceptional communication skills, both verbal and written.
- Computer skills and knowledge of Word, Excel, Google docs/drive experience preferred
- Exceptional organizational skills
- Ability and commitment to be a positive role model and promote a lifestyle of wellness and confidence to club participants and their families
- Passion for promoting equality and working to elevate girl's and women's empowerment and education
- Pass background check prior to employment

Job Responsibilities:

- Create an environment that encourages achievement and development of youth, meets learning objectives, and attracts new club participants
- Foster fun and creativity in a varied high energy and calm environment
- Promote and stimulate program participation and create an environment of trust and confidentiality
- Recruit new members and advocate for youth to participate in GIRLPowR Clubs
- Provide guidance and role modeling for participants and fellow teachers
- Effectively implement and administer programs, services, and activities
- Monitor and evaluate programs, services, and activities to ensure safety of members, quality in programs and appearance, and cleanliness of the facilities at all times
- Work closely with schools, community centers and Program Coordinators
- Work in partnership with additional staff member or volunteer assistant
- Cleanup program areas as needed and at the end of club sessions
- Ensure that safety is the highest priority of all Club programs and activities, following all site-specific protocols and procedures
- May participate in GIRLPowR special events outside of typical work hours
- Mandated child abuse reporter

Physical and Mental Requirements:

- Must be able to think clearly and concisely
- Must be able to function in a loud environment with often times high energy interacting participants
- Must be able to work in a variety of environments, including outdoor activities and field trip assignments

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____

Incumbent

Date

Approved by: _____

Supervisor

Date

Reviewed by: _____

Executive Director

Date