

## Job Description



of Memphis

**JOB TITLE:** School Based Specialist

**DEPARTMENT(S):** Programs

**REPORTS TO:** Director of Growth and Expansion

**FLSA:** Non-exempt

Girls Inc. of Memphis inspires girls ages 6-18 to be strong, smart, and bold. Since 1946, Girls Inc. of Memphis has offered programs designed to build girls' capacity for college preparedness, confident and responsible adulthood, economic independence and personal fulfillment. As a local affiliate of our national organization, Girls Inc., we benefit from research and outcome-based, age-progressive programming specifically designed to provide the Girls Inc. Experience to girls in the Frayser area.

**JOB PURPOSE:** The School Based Specialist is responsible for preparing and implementing hands on minds on programming and activities for elementary and middle school girls. This individual will also have a pivotal role working with school administration, mentors/volunteers and community partners, to promote the well-being, development, confidence and success in girls. Along with motivating, School Based Specialist will promote their long term involvement and provide evaluation and feedback to ensure Girls Inc. programs stay relevant to the needs of all girls.

### ESSENTIAL JOB FUNCTIONS:

- Approach work with a focus on girls on their terms and advocate on their behalf
- Focus on thoughtful qualitative and quantitative inquiry for continuous improvement
- Take ownership and proactive action for overall agency success
- Find the light and joy in the work through positive interactions with others
- Assist supervisor to provide the agency's vision and ensure all policies and procedures are followed by both staff, participants and mentors/volunteers in order to provide effective programming
- Implement Girls Inc. curricula within a supportive, open, non-judgmental environment to ensure the Girls Inc. Experience
- Plan, develop and implement high quality age-appropriate, intentional programming for girls ages 9-14
- Assist with recruitment, registration, and retention of girls for school based and center based programming so that program capacity is met
- Work collaboratively with all agency program staff to ensure continuity of program delivery
- Distribute, collect, and submit program session paperwork and evaluations
- Assist with collaboration of key community partners to ensure program growth opportunities

- Assist with planning, coordinating and chaperoning special events, enrichment trips, guest speakers etc. for participants and their families
- Assist with ensuring that the mentor/volunteer program is efficient and effective by providing the appropriate resources to the mentors/volunteers for a positive and quality experience
- Assist with supporting and equipping mentors for placement to include: mentor/mentee match and monthly reviews of each mentor/mentee pair or group
- Assist with ensuring effective and efficient program delivery model is documented, implemented and evaluated through the TraxSolutions process in reference to registration, outcomes evaluation agreement forms, outcome evaluations, attendance, etc.
- Provide written evaluation of programming based on data from surveys, reflections, reports, and other feedback to support school based and center based reports
- Actively engage in qualitative and quantitative program evaluation, including Strong, Smart, and Bold Outcomes Survey and Seeding Success
- Provide accurate and timely information for grants and other funding applications, reports and documentation
- Follow all agency policy and procedures as outlined in the staff handbook
- Participate in periodic assessment of own performance, develop own goals and objectives; Actively seek personal and professional growth opportunities for self and any staff including participation in conferences, training, meetings and seminars
- Represent Girls Inc. in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity, and respect for others
- Provide appropriate supervision for participants in Girls Inc. programs; maintain and implement high quality and safety standards for physical and emotional safety
- Confer regularly with supervisor; Keep him/her informed of problems, concerns, needs, trends and unusual circumstances.
- Counsels girls individually or collectively, and makes referrals as needed.
- Assist with capturing photos and quotes to share with Girls Inc. team for communications and fundraising purposes
- Assist with facilities and shared space janitorial needs, maintenance needs and equipment inventory
- Perform other duties as assigned

**QUALIFICATIONS:**

- Must model the Girls Inc. mission of a Strong, Smart, Bold individual exhibiting strong leadership qualities and a can-do attitude
- Bachelor's degree in education, sociology, or related field
- Minimum of two years' experience in program development, implementation, and evaluation in youth development and educational settings

- Demonstrated abilities in incorporating diversity of cultures, ethnicity, languages abilities, and socioeconomic background in work with staff and in programming
- Ability to communicate effectively orally, visually, in writing, and via computer with youth, parents, teachers, coworkers, and volunteers

**REQUIREMENTS:**

- Ability to effectively diffuse and manage volatile situations
- Ability to juggle multiple priorities
- Ability to bend, lift, and move up to 25 lbs.
- A valid TN driver's license, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- Ability to work nights and weekends

**TO APPLY:**

- Apply online at [www.girlsincmemphis.org](http://www.girlsincmemphis.org) or
- Email cover letter and resume to: [kbrezina@girlsincmemphis.org](mailto:kbrezina@girlsincmemphis.org) or
- Mail cover letter and resume to: Girls Inc. of Memphis, Attn: Katie Brezina, 910 Vance Ave., Memphis, TN 38126

*Girls Inc. is an Equal Opportunity Employer*