

Job Description



of Memphis

JOB TITLE: Girls Inc. Program Facilitator-Youth Farm

DEPARTMENT(S): Program, Youth Farm

REPORTS TO: Youth Farm Manager of Programs

FLSA: Part Time

20 hours

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 at the Youth Farm and schools in the Frayser area.

JOB PURPOSE:

This staff will work directly with the Youth Farm Program Director and Youth Farm Manager of Programs to provide quality facilitation of the Girls Inc. Experience at Girls Inc. Youth Farm and in schools in Memphis. Facilitator will provide supervision and development of program participants, create and maintain a pro-girl environment and needed documentation to capture the scope of the work.

Essential Job Functions:

- Approach the 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
- Plan, develop, and implement high quality age-appropriate, intentional programming for girls ages 6-18
- Implement Girls Inc. Curricula with a supportive, open, non-judgmental environment to ensure the Girls Inc. Experience
- Engage in training and professional development to grow in knowledge and application of topics including: Girls Inc. mission, vision and approach; youth development best practices; program outcome measurement; group dynamics; girl-centric awareness.
- Assist in planting, harvesting, and selling farm fresh produce at various locations
- Represent Girls Inc. in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity, and respect for others
- Distribute, collect and submit program session paper work and evaluations

- Assist with planning, coordinating and chaperoning field trips, special events, enrichment events, guest speakers, etc. for participants and their families
- Assist Youth Farm Program Director and Youth Farm Manager of Programs with collaboration of key community partners to ensure program growth opportunities
- Provide school-based Girls Inc. Identity Programs to schools K-12 in the Memphis area; topics including but not limited to Media Literacy, Healthy Sexuality, Farm to Table, Exploring Entrepreneurial Experiences
- Work collaboratively with all agency program staff to ensure continuity of program delivery and support
- Provide appropriate supervision of participants at all times including: field trips, van and in the center
- Work with participants in small groups and individually to ensure the girls actively participate in programs
- Assist with site janitorial needs, maintenance needs and equipment inventory
- Follow all agency policy and procedures as outlined in the staff handbook
- Provide feedback and insight of participant needs and issues with program leadership
- 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

Qualifications:

- An articulated belief in the mission of Girls Inc.
- Must have a high school education and at least 2 years' experience in youth development/facilitation
- Must model the Girls Inc. mission of a Strong, Smart, Bold individual with a can-do attitude and demonstrates flexibility
- Knowledge of/interest in sustainable agriculture, entrepreneurship, social justice, civic engagement, public health, building communities, and food systems
- Ability to communicate effectively, orally, visually, in writing, via computer with youth, parents, teachers, coworkers and volunteers
- Interest in issues affecting all girls
- Comfortable in a variety of settings including outdoor, classroom, and centers

Special Requirements:

- Current valid driver's license and insurance with reliable transportation
- Ability to operate 12 passenger van

Updated 1.18.19

- Ability to work nights and weekends
- Must be able to lift 50 lbs. and work outdoors in all weather conditions performing a diversity of farm tasks
- Perform other duties as assigned

TO APPLY:

- Apply online at www.girlsincmemphis.org or
- Email cover letter and resume to: 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