



POSITION: Teen Program Facilitator  
DEPARTMENT: Teen Outreach  
REPORTS TO: Prevention Programs Coordinator  
CLASSIFICATION: Seasonal, July 1 – August 31, 2010

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POSITION SUMMARY:

Under the supervision of the Prevention Programs Coordinator and Eureka! and Program Events Coordinator, will primarily supervise youth as well as plan, facilitate, evaluate and coordinate comprehensive programs (body image, financial literacy etc.) at Eureka! Summer program and Extended Eureka! for middle school-aged girls. Monday to Friday 8:30am – 5:30pm.

Eureka! is a summer program during the month of July at Orange Coast College. 75 middle school-aged girls will participate in various classes covering body image, pregnancy prevention, college readiness, etc. Guest speakers, field trips to the beach, Wild Rivers and kayaking are an integral component of the program.

Extended Eureka! is a summer program during the month of August at the Girls Incorporated Center in Costa Mesa. 15 middle school-aged girls will participate in workshops focusing on character development, leadership and safety.

POSITION FUNCTIONS:

- Provide support to teen and organization staff parallel to the organizational culture.
- Supervise program participants and provide classroom management during program as well as on field trips to ensure a safe learning environment.
- To inspire girls to be strong, smart and bold, prepare presentations with keen understanding of youth and youth related issues and facilitate programs with genuine passion.
- Serve sincerely as a youth advocate to all youth, especially to those in crises and in need of role modeling, resources and advocacy.
- Retain participants for the duration of programs to successfully educate and fully connect with youth.
- Actively contribute to the organizational culture of outstanding teamwork.
- Be responsible for evaluation of all services, which illustrates an accurate measurement of the success of programs and challenges needing to be overcome.
- To ensure accountability and compliance with grants and other funding measures, be responsible for accurate and required paperwork: logs, attendance, records, etc. and provide periodic updates on evaluation efforts to Director of Programs as requested.

REQUIREMENTS:

1. BA/BS in human services, social work, education or related field or currently in process of completing degree.
2. 2 years minimum of working with youth.
3. Knowledge of Microsoft office software and database programs.
4. Bi-lingual in Spanish preferred.
5. Must have reliable transportation.
6. Live Scan required.

Part-Time Range: \$12 – \$15/per hour

Employment Period: July 1<sup>st</sup> - August 31<sup>st</sup>

Please email resumes to Noreen Rahman at: [Nrahman@girlsinc-oc.org](mailto:Nrahman@girlsinc-oc.org) or fax at: 949-646-5313.

Please no phone calls.

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