



of Taunton

Position: Program Coordinator

Summary

Girls Inc. inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls.

Position Summary: To work collaboratively with the Program Director and to ensure the successful delivery of the assigned programs that reflect our goals and mission. To also work collaboratively with the Executive Director to ensure the Girls Inc. environment remains both physically and emotionally safe and inclusive. The Program Coordinator also provides program and cleaning support to the staff members, facilitating communication between staff members, volunteers and members. The Program Coordinator ultimately inspire all of our girls to be **strong, smart, and bold**.

Reports To: Program Director & Executive Director

Major Responsibilities:

- Model the Girls Inc. mission and vision
- Collaborates with the Program Director and staff to identify and fill roles to compliment current staff and current programming initiatives.
- Aids in operating policies and procedure implementation including safety and emergency response plans and is responsible for overseeing cleaning and sanitation schedules
- Assesses injuries, applies and records first aid
- Informs Program Director of all incidents, injuries immediately, concerns, needs, etc.
- Assists staff members with emotional support, redirection and discipline as needed
- Assists with member sign-in and release from program
- Supervises volunteers and works with Program Director to set schedules
- Participates in evaluation of volunteers, compliance with internship requirements and fulfillment
- Maintains professional, positive and polite relationships with parents, children, and staff
- Communicates and coordinates activities with Program Director and Executive Director
- Represents Girls Inc. at community events, colleges/universities and other locations as appropriate to attract, identify and talk with potential volunteers
- Perform other duties as assigned

Position Qualifications:

- At least 18 years of age
- CPR and Pediatric First Aid Certification
- Heads-Up Concussion Training
- Commitment to Girls Inc. mission and vision
- Enthusiasm around our mission and ability to attract volunteers and interns to work with Girls Inc. of Taunton
- Excellent inter-personal and written communication skills
- Extremely organized, with great follow through
- Ability to work in team environment
- Experience working with youth programming, representing diverse cultures, ethnicity, languages and abilities

The ideal candidate will be an organized and highly motivated person that strives to inspire girls to become **strong, smart, and bold**. Advocacy skills, excellent inter-personal skills, verbal and written communication skills, creativity, initiative and the ability to motivate staff and work with others are important. Candidates must have enthusiasm around our mission and experience working with children. Reliable transportation and travel to and from our program is required.