

# **GIRLS INCORPORATED OF SIOUX CITY**

## **Job Description for Program Assistant – Ages 6 - 18**

The Program Assistant prepares and teaches research-based, age-appropriate programs and curricula using curricula from Girls Incorporated nationals as the cornerstone of instruction. The Program Assistant also designs and implements mission-related activities and events with the girls at the center and in the community. The Program Assistant is supervised by the Program Director of Girls Incorporated of Sioux City.

### **CHARACTERISTICS**

The Program Assistant shall possess a thorough understanding of child development and must demonstrate maturity, excellent interpersonal, written, and oral communications skills. The Program Assistant must have the ability to effectively and creatively teach experiential, research-based programs and lead group activities for children. The Program Assistant should be knowledgeable, patient, energetic, a self-starter, creative, a motivator, and a problem solver.

### **PRINCIPLE RESPONSIBILITIES**

- Plans, prepares and teaches age appropriate programs/curricula, using national programs as a cornerstone and supplementing with research-based, experiential curricula/programs/activities.
- Serves as a role model for girls, other staff and volunteers, maintaining a high level of professionalism and attention to quality in all aspects of program delivery and work in general.
- Seeks to maintain high positive outcomes and program/concept comprehension from girls. Continually modifies, tweaks and tools teaching techniques and lessons, providing individual and small group assistance if necessary to improve outcomes and increase girls' understanding of concepts and lessons.
- Creates lesson plans and lesson plan summaries weekly; submits lesson plans and lesson plan summaries to the Program Director. Provides statistics, pre- and post-test results, outcomes, and other data to Program Director and Executive Director.
- Seeks opportunities for outreach programs in the community and plans, prepares and teaches age appropriate programs/curricula outside of Girls Inc.
- With guidance of the Program Director, provides direction for classroom assistants and volunteers.
- Remains current on issues related to girls and children.
- Works with the Executive Director, Board and other staff to increase and maintain the visibility of the organization and its programs in a positive manner. As directed, professionally represents the organization in the community. Seeks opportunities to increase and develop external and internal resources.
- Operates within an approved budget. Operates in accordance with the policies and procedures of Girls Inc. Works cooperatively with other staff and supervisors.
- Participates in staff meetings and conferences to share ideas and concerns and works collaboratively with other staff to meet agency and program area goals.
- Acts as resource for staff about issues for this age group.
- Upholds and enforces Center rules and safety regulations
- Informs Program Director of any problems, concerns, needs trends or unusual activities.
- Performs other duties as assigned.

#### **Preferred Qualifications:**

Teaching skills and/or experience

Technologically proficient and creative

Experience working with girls ages 6-18