

Girls Incorporated® of Chattanooga Job Announcement PROGRAM COORDINATOR

Girls Incorporated® of Chattanooga is a non-profit organization that was founded in 1961 to support the needs of all girls by educating them to take risks, to speak their minds, to advocate healthy lifestyle choices, to protect their rights and to strive for academic excellence. Our mission is to inspire all girls to be strong, smart, and bold by providing a healthy and positive environment where girls can enjoy being girls; by providing enriching programs that nurture their capacity for personal achievement, confident adulthood, and economic independence; and by advocating for an equitable society.

Girls Incorporated® of Chattanooga has an opening for a part-time **Program Coordinator**. The ideal candidate will be creative, energetic, organized, a problem solver, and have strong written and verbal communication skills. Preference will be given to candidates who have at least one to three years of experience working with school-age children. Minimum requirements are at least two years of higher education. Bilingual in Spanish desired. Reliable transportation is a must. Ability to work effectively in a high paced environment required.

The Program Coordinator reports directly to the Program Manager and is responsible for maintaining quality programming that is in line with Girls Incorporated of Chattanooga's value statement. In addition, the Program Coordinator ensures structured day-to-day operation of Girls Incorporated of Chattanooga's after-school, fall and spring break and summer camp programs at sites assigned by the Program Manager. Key responsibilities include:

1. Develops and delivers curriculum for elementary and middle school girls.
2. Encourages the development of relationships among children from diverse cultural and socioeconomic backgrounds.
3. Develop and maintain a code of conduct with participants.
4. Motivates and inspires girls to be actively engaged in all programs and activities.
5. Provides homework and tutoring assistance.
6. Works in concert with the Program Manager to coordinate program speakers, occasional field trips and parent involvement.
7. Assists with supervision of volunteers, tutors, and program guests.
8. Prepares monthly program activity calendars with assistance of Program Manager.
9. Submits written reports in a timely manner.

Girls Incorporated of Chattanooga is committed to diversity and to providing equal opportunities for all the girls we serve. In addition, it is our philosophy and policy to treat employees and applicants for employment fairly and without regard to race, sex, religion, color, national origin, ancestry, physical and mental disability, pregnancy, marital status, age, sexual orientation, political belief, gender identity, HIV status or other non-job-related factor, as required and defined by law.

Submit your resume and cover letter to info@girlsincofchatt.org.

(Updated and revised July 21, 2008.)