



Girls Incorporated of Orange County  
Job Description

**POSITION INFORMATION**

Position Title: Educator

Supervisors:  
Program Manager

Full or Part-time:  
Part-time, non-exempt: 25 hours  
(Full-time in Summer)

Positions Available:  
One

**Purpose of Position:**  
Girls Incorporated of Orange County is a private, non-profit agency serving girls ages 5 -18. We are an affiliate of Girls Incorporated national organization, the nation's leading voice for girls. Our programs for girls gives equal concern for careers and life planning, health education, leadership and community action, self-reliance and life skills, culture and heritage, academic achievement, participation in sports, and excellence in math, science, and technology. Our programs have proven to be effective in inspiring girls to become Strong, Smart and Bold. This position will implement various programs to girls ages 5-18.

Regular or Temporary:  
Regular

**PRIMARY RESPONSIBILITIES**

Scope of Work:

Under the supervision of the Program Manager, the Senior Educator will plan, facilitate, evaluate, and coordinate programs holistic, compensatory, age-appropriate, research-based our programs virtually and/or at various outreach locations. Over summer, the Senior Educator will transition into providing an immersive summer camp experience for our girls. The Senior Educator will support the agency in serving over 6000 girls, with that number expected to grow each year.

Position Functions:

Virtual and Offsite Programming

- Support our mission through existing Girls Inc. curricula within a supportive, open environment for active learning and discussion.
- Inspire all girls to be strong, smart, and bold by preparing program sessions with keen understanding of youth and youth related issues.
- Facilitate structured, intentional, and interactive youth programs with genuine passion virtually and at outreach sites throughout Orange County
- Maintain high levels of efficiency by demonstrating organizational skills, initiative, and follow through while performing classroom and program functions.
- Create a safe environment for youth during structured activities, by interacting appropriately, intervening in potentially unsafe situations, and implementing proper discipline techniques with assertiveness and consistency.
- Serve sincerely as a youth advocate to all youth, especially to those in crises and in need of role modeling, resources, and advocacy.
- Recruit and retain participants for the duration of programs to successfully educate and fully connect with youth.
- Be responsible for evaluation of all services, which illustrates an accurate measurement of the success of programs and challenges needing to be overcome.



- Design or update curriculum as needed for facilitation to girls on healthy living, academic enrichment, and life skills.
- To ensure accountability and compliance with grants and other funding measures, be responsible for accurate and required paperwork: logs, attendance, written reports, records, participant data, etc. and provide periodic updates on evaluation efforts.
- Ensure safety while offsite by demonstrating leadership, discretion, and sound judgment.
- Maintain a warm and balanced atmosphere by utilizing effective conflict resolution skills with girls, parents, staff, and volunteers.
- Demonstrate professionalism through positive interactions and quality/effective written and verbal communication with girls, parents, volunteers, and community partners.

#### Other

- Represent and advocate for agency at collaborative meetings and coalitions within Orange County communities as the organization continues to grow.
- Actively contribute to the organizational culture of outstanding teamwork.
- Positively represent Girls Inc. by being a good role model.
- Actively engage in on-going trainings, conferences, and workshops to continuously enhance skills and meet the needs of youth.
- Represent and promote Girls Inc. at local community outreach events, school open houses, etc.
- As a mandated reporter, report suspected child abuse in accordance with California law.
- As needed, provide support to other program and organization staff.

## **QUALIFICATIONS**

1. Minimum of 2 years experience in adolescent program implementation
2. BA/BS in human services, social work, education, gender studies or related field or currently in process of completing degree.
3. Computer literacy, specifically with Microsoft Office software and database programs.
4. Proof of TB clearance within one year of employment.
5. Must have a clear background check.
6. Must be available to work some evenings and weekends.
7. Must have reliable transportation.
8. Must have proof of COVID-19 vaccination.

#### Preferred Qualifications

1. Experience with virtual program implementation and facilitation.
2. Fluency in Spanish

#### Work Environment:

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential

Date Revised: 10/12/21



functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, sometimes for 2-6 hours, walk, reach with hands and arms, stoop, talk and hear
- Employee is required to sit, sometimes for a few hours at a time
- Must be able to lift and/or move up to 25 lbs

Hourly Wage: \$19.00-\$21.00

Please send cover letter and resume to: [humanresources@girlsinc-oc.org](mailto:humanresources@girlsinc-oc.org)

No phone calls, please.

For more information on Girls Incorporated of Orange County, please visit our website at: [www.girlsinc-oc.org](http://www.girlsinc-oc.org). Girls Incorporated is an equal opportunity employer.