



of Metro Denver

Job Description: Part Time After School Educator

Hours: Monday – Friday from 1:30pm to 6:30 (additional hours may be available)

Pay Range: \$21-\$24 an hour

Location: Girls Inc. Of Metro Denver, 1499 Julian Street, Denver, CO

Girls Inc. Metro Denver is accepting applications for Part-Time After School Educators. Educators at GIMD facilitate and evaluate minds-on and hands-on programs for youth in Denver-Metro schools and at our West Colfax Center. They use the *Girls Inc. Experience and Girls Inc. Facilitation Approach* that prioritizes experiential learning that is engaging, fun and youth-centered. Educators work with all girls and youth across all GIMD departments including school-based and outreach settings. Educators utilize curricula in the following areas; 1) STRONG Programs: Healthy Living (ex: healthy sexuality, mental and physical health, and social emotional learning), 2) SMART Programs: Academic Enrichment & Support (ex: literacy & STEM), and 3) BOLD Programs: Life Skills (ex: entrepreneurship, leadership, advocacy, financial literacy). The approach begins when girls step onto the Girls Inc. of Metro Denver bus and coaching is provided to girls as they head to the center to start their enrichment program.

Supervisory Responsibilities: None

Duties/Responsibilities:

Program Educator (60%)

- **Facilitate hands-on/minds-on classrooms for girls** to engage in fun and daily programs
- **Create a safe, and supportive learning environment** through effective classroom management, asset-based and pro-girl approach, self-discipline, and culturally responsive practices.
- **Provide coaching** for girls across the organization with social emotional support, direction, motivation, and behavior management.
- **Actively assist with program related logistics** such as structured free time duty, opening/closing, supporting other educators and programs, etc.
- **Enter program attendance and data** in the Compass360 system (ex: classroom attendance)
- **Support volunteers and interns** that support free time, classrooms and extracurricular activities.

Transportation Support (30%)

- **Drive daily routes** to pick up girls at local schools in GIMD's 15-passenger vans around Denver Metro Area.
- **Provide social emotional learning** as girls enter their biggest transition of the day – from school to center - and start coaching and providing a safe space on daily routes.



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Organizational Support (10%)

- **Assist with upkeep of shared spaces** (ex: organize, clean, report repairs, etc.)
- **Fully engage in trainings**, team and staff meetings, and other learning activities.
- **Perform other job functions as needed.**

Required Qualifications and Experience:

- Experience facilitating youth programming for groups of at least 15 participants.
- Experience working with girls.
- Experience working in positive youth development settings.
- Possess a valid Colorado driver's license with driving record that allows employee to be covered by agency auto insurance and drive agency vehicles (must be at least 21 years old) with at least 2 years of driving experience.

Application Requirements: Please complete the application form, which includes uploading your resume, at <https://forms.gle/DnrrLBALVwfdFbt59> (case sensitive.) No cover letter needed. No phone calls, please.

Application Deadline: Positions will remain open until filled. Fall programming starts on September 3, 2024 and looking for candidates to begin no later than August 19, 2024.

Equal Opportunity Employer

Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

Revised July 2024