



of Metro Denver

**Job Title:** Center Educator

**FLSA Status:** Full-time, salaried, exempt. Schedule varies each week based on program needs. Includes late weekdays and occasional weekends, seasonal hours can vary.

**Reports to:** Center Manager

**Compensation:** \$45,000 - \$53,000

**Location:** 1499 Julian Street, Denver, Colorado

**Application Deadline:** Internal applicants should submit an email of interest by **November 22, 2024** to [humanresources@gidenver.org](mailto:humanresources@gidenver.org)

### **Position Summary:**

Join Girls Inc. of Metro Denver as an out of school time educator. Educators facilitate and evaluate hands on programs for youth in Denver Metro Area by bringing them the Girls Inc. Experience. Educators work with girls and youth across all out of school time (after school & summer camp) programming for 1<sup>st</sup> – 8<sup>th</sup> graders.

### **Essential Duties and 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)
- **Center Admin Support (30%)**
  - **Support the team with daily route planning.**
  - **Prepare meals** and daily nutrition plan with vendors.
  - Support the team on a floating basis to **provide full classroom coverage.**
  - **Perform other job functions as needed.**
- **Transportation Support (10%)**
  - **Drive daily routes** to pick up girls at local schools in GIMD's 15-passenger vans around the Denver Metro Area.

### **Required Skills/Abilities:**

- **Cultural Competence:** Has an appreciation for diverse populations, cultures, and economic experiences. Exhibits commitment to social justice values and anti-oppression



of Metro Denver

analysis. Demonstrates a commitment to the positive parameters of GIMD's professional behaviors (see link above).

- **Youth Development & Facilitation:** Ability to facilitate and manage groups of at least 15 youth. Ability to inspire, stimulate and support youth self-empowerment and social-emotional development from a feminist, anti-racist and anti-oppression lens.
- **Professional Assets:** Critical thinking and a belief that we can all learn from failure and improve outcomes through reflection. Flexibility with a higher tolerance for uncertainty and fast-pace that comes from working in a youth-centered space. Self-starter skills with willingness to find solutions rather than wait for direction. Values collaboration and supporting colleagues to advance GIMD's mission. Curiosity and ability to make generous assumptions about themselves and others.

### **Qualifications:**

- **Education:**
  - Bachelors degree in education, human services or similar related field. Two to three years of professional work experience.
- **Experience:**
  - Experience facilitating youth programming for groups of at least 15 participants.
  - Experience working with girls.
  - Experience working in positive youth development settings.
  - Experience in organizing and operating in high volume situations.

### **Additional Requirements:**

Possess a valid Colorado driver's license with driving record that allows employees 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.

### **Benefits:**

A supportive work environment and comprehensive benefits package including:

- 403b retirement plan including 3% employer contribution (no match requirement).
- High quality employer sponsored medical health plan (paid at 100%) with dental/vision additions available.
- Employee paid life insurance.
- Flexible work hours, schedule, and comp time.
- Paid vacation/personal time and paid sick time.
- Paid holidays (13) including three floating holidays designated by the organization.
- Paid family and medical leave.
- Organization-wide retreats and team bonding events.
- Professional development funds allocated to each staff member.
- Connection the Girls Inc. National network including peer support and training opportunities.
- Sabbatical benefits.



of Metro Denver

- Wellness program with cash incentives.
- Flex Spending Account (FSA).
- Additional cancer and hospital & accident insurance available.
- Hybrid work from home options available, with some in-office days expected.
- Employee Assistance Fund.

**To Apply:** Please complete the application form which includes uploading your resume [here](#). Thoughtful responses on the form appreciated. No cover letter needed. The position will remain open until filled and open for immediate hire.

***Equal Opportunity Employer***

*Girls Incorporated 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.*