girls inc.
of Metro Denver

Program Facilitator

Position Title: Program Facilitator

Reports To: East Campus Site Manager

Location: East location - 3705 MLK Blvd, Denver, Colorado

Status: Seasonal Part-Time, Non-Exempt

Salary: $25 per Hour

Start Date: January 4th, 2026

End Date: May 7th, 2027

Hours: 20 hours/week, Monday–Thursday, with occasional increased hours for monthly staff meetings and events.

- Monday - Thursday 1:30 PM to 6:30 PM
- One Wednesday per Month – 9AM to 6:30 PM

Girls Inc. of Metro Denver is seeking an energetic, mission-driven Program Facilitator to lead our school year programming for afterschool and youth programs for girls in Grades 1–8. Facilitators design and deliver hands-on, innovative programming across areas including healthy living, academic success, leadership, athletics, STEM, social emotional, and self-empowerment. This is a wonderful opportunity for an individual passionate about youth development to make a meaningful impact in girls' lives throughout the school year.

Responsibilities

- Plan and facilitate daily afterschool programming aligned with Girls Inc. curriculum in healthy living, academic success, leadership, athletics, social emotional, STEM, and self-empowerment
- Create a safe, inclusive, and engaging environment for girls in Grades 1–8 • Supervise girls during programming, snack, homework help, and transition times
- Build positive, trust-based relationships with participants, modeling Girls Inc. values
- Communicate regularly with families regarding programming updates, pickup, and participant needs
- Collaborate with fellow Facilitators and program staff to ensure consistent, highquality programming
- Maintain accurate attendance, incident, and participation records
- Set up and break down program space and materials each day
- Participate in staff meetings, trainings, and professional development sessions
- Drive daily routes by picking up girls from school and bringing them to after school programming while preserving safe driving standards in 15-passenger van
- Submit semester/end of program class reports

Qualifications

- Experience working with children in Grades 1–7 in an educational, camp, or youth development setting
- Strong communication, organizational, and relationship-building skills
- Ability to plan and adapt activities for a range of ages and group sizes
- Reliable availability Monday–Friday during afterschool hours
- CPR/First Aid certification (or willingness to obtain prior to start date)

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- Passion for Girls Inc.'s mission of inspiring all girls to be strong, smart, and bold

Skills

- Patience, enthusiasm, and creativity in working with youth
- Ability to manage group dynamics and de-escalate conflicts
- Comfort leading physical, academic, and enrichment activities
- Bilingual English-Spanish encouraged

Expectations:

- Critical awareness and implementation of best practices and age-appropriate behavior management
- Ability to implement Girls Inc. programming pillars and mission-driven approach
- Basic safety, health, and emergency procedures

Requirements:

- Valid Colorado driver's license with at least 2 years of safe driving record. Must be 21+ to drive
- Must be able to pass a background check and preboarding screenings in accordance with Girls Inc. policy.

Work Environment

This role primarily takes place in an indoor classroom or program space, with some outdoor activity time. Facilitators must be able to actively supervise and engage with participants, including sitting, standing, walking, and occasional lifting of program materials.

Please submit your application here Then email your resume to humanresources@gidenver.org with the position title as the subject.

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 November 2026