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of Metro Denver

Job Title: Career Exploration Facilitator
FLSA Status: Seasonal, Part Time
Department: Teen Programs
Reports to: College & Career Prep Coordinator
Hourly Rate: $25 per hour
Effective Dates: December 1, 2026 – August 7, 2027

At Girls Inc. of Metro Denver (GIMD), we believe the Girls Inc. Experience™ equips girls to navigate gender, social, and economic barriers and grow into healthy, educated, and self-sufficient adults who advocate for themselves and others.

At Girls, Inc. we offer:

A supportive work environment with flexible work hours, robust training for program staff with connection to the Girls Inc. National network including peer support and training opportunities, regular team meetings, one-on-one check-ins.

Hours: This role will be hourly for 20-25 hours a week with high volume times subject to change.

Location: Girls Inc. of Metro Denver, 1499 Julian Street, Denver, CO and 3705 Martin Luther King Blvd, Denver, CO, as well as at community partner sites in the Denver Metro area, with some flexibility for remote planning and administrative tasks.

Position Summary:
The Career Exploration Facilitator supports the Teen Programs team in delivering high-quality internship, career exploration, and college readiness experiences for high school participants at Girls Inc. of Metro Denver (GIMD). This role supports relationships with internship host site partners and students at partner sites, oversees and supports high school interns placed on-site at GIMD, and supports broader college and career readiness programming. The Coach coordinates day-to-day program logistics, manages field trips and special events, and serves as a primary contact for girls, families, and host site contacts, ensuring seamless communication across all stakeholder groups and a safe, engaging, empowering environment for all teen participants. This role requires availability for **2 Saturdays per month** to support weekend programming, in addition to weekday hours.

Supervisory Responsibilities: None

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Duties/Responsibilities:

Internship Host Site Coordination

- Partner with external host site partners at companies and community organizations to create internship placement opportunities that reflect student career interest areas for roughly 60 students
- Support new and existing internship host site partners in preparing students and identifying staff mentors and meaningful experiences and projects for interns.
- Maintain accurate lists and communication with host site organizations and contacts and collect host site feedback for continuous improvement.
- Work in partnership with development and leadership to secure workforce partnerships.

Student Intern Management

- Provide daily support and supervision for high school interns working on-site supporting GIMD programs, in East and West Denver locations during school year and summer.
- Coordinate student readiness to be a summer intern to gain work experience.
- Serve as the primary point of contact for intern questions, concerns, and day-to-day needs.
- Prepare participants for internship matching and oversee internship placement coordination.
- Develop and evaluate internship capstone projects.
- Communicate with students, families, and internship host site partners as needed regarding teen participation, schedules, or program reminders.
- Manage internship budget and internship check processes

Monthly Facilitation in Teen Programs

- Facilitate monthly career and college readiness workshops and trainings that are on Saturdays (topics may include resumé building, interviewing, workplace etiquette, networking, college applications, financial aid basics, etc.).
- Facilitate and provide short-term coaching to help teens set goals and build confidence around both career and college pathways.
- Offer guidance on resumés, applications, interview prep, and college and financial aid processes.

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- Foster a safe, supportive, pro-girl learning environment with culturally responsive practices.

Administrative Support

- Assist with event logistics such as sign-in, materials, field trip support, or guest speakers.
- Maintain accurate program records, including attendance, enrollment, processing stipend payments, and evaluation data.
- Support recruitment and enrollment strategies to ensure programs are full and accessible.
- Some facilitation may happen across all ages.
- Assist with upkeep of shared spaces (ex: organize, clean, report repairs, etc.)
- Fully engage in trainings, team and staff meetings, and other learning activities.
- Maintain program budget, resources, and equipment for effective programming.
- Contribute to a pro-girl, positive working environment.
- Perform other job functions as needed.

Required Skills/Abilities:

- **Cultural Competence:** Has an appreciation for diverse populations, cultures, and economic experiences. Exhibits commitment to social justice values and anti-oppression analysis.
- **Youth Development Passion & Facilitation:** Enthusiasm, sincere dedication, and genuine enjoyment for connecting with youth. 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.
- **Communication Skills:** Strong communicator who builds trust and rapport easily across diverse audiences and relationships.
- **Technical Skills:** Tech savvy with proficiency in Microsoft Office Suite, Google Suite, and virtual meeting platforms.

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- **Driving:** Ability to maintain high safety and driving standards to transport participants in 15-passenger vans, including to and from GIMD campus locations and to community field trips.

Education and Experience:

Education

- Bachelor's degree in education, social work, youth development, or related field preferred; equivalent experience will be considered.
- 1–3 years of experience in youth development, after-school programming, or similar work.
- Bilingual (English/Spanish) strongly preferred.
- Ability to work evenings and weekends for programs, events, and field trips.
- Must be able to pass background check and meet all licensing requirements.

Experience

- Experience facilitating youth programming for groups of at least 15 participants.
- Experience working with girls.
- Experience supporting youth in workforce development and/or college readiness.
- Experience working in positive youth development settings.
- Experience managing or supervising interns or program participants at a partner/host site preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Prolonged periods of driving while on daily van routes or field trips, including to the Clayton site.

Additional Requirements:

- Availability for 2 Saturdays per month for weekend programming.
- Possess a valid Colorado driver's license, (or willingness to obtain one within a month of employment) with a driving record that allows employees to be covered by agency auto insurance and drive agency vehicles (must have at least 2 years of driving experience).

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- Access to a personal vehicle to travel to internship host sites and multiple program sites in Metro Denver. Mileage reimbursement provided.

How to apply: Submit your application here and send your resume to humanresources@gidenver.org

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.

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