



## **Program Facilitator at Girls Inc. of Metropolitan Dallas**

### **Empower Girls, Shape Futures**

Are you passionate about youth engagement and positive youth development? Do you thrive in dynamic environments where you can make a real difference in young lives? Girls Inc. of Metropolitan Dallas is seeking an enthusiastic and dedicated Program Facilitator to join our team and help inspire girls to be strong, smart, and bold!

### **Position Overview**

As a Program Facilitator, you will be on the front lines of our mission, directly impacting the lives of girls across the Dallas metropolitan area. You will plan and deliver engaging programs, facilitate educational workshops, and create a supportive, inclusive environment where girls can flourish. This role is perfect for someone who loves working with youth, excels in group leadership, and is committed to fostering the next generation of empowered women.

### **Key Responsibilities**

#### **Program Delivery and Implementation**

- Utilize the Girls Inc. Experience to plan and facilitate high-impact programs for girls
- Lead interactive learning sessions and educational workshops that inspire and educate
- Implement curriculum delivery techniques that promote active participation and learning
- Create a pro-girl learning environment that is safe, challenging, and engaging
- Provide mentorship and academic support to program participants
- Organize and lead team-building exercises and group activities
- Provide safe transportation for participants to and from Girls Inc. sites as required
- Administer meal service in compliance with food partner requirements

#### **Youth Engagement**

- Plan and coordinate daily program activities in advance of implementation that align to the program schedule.

- Guide and motivate groups of girls, fostering their involvement in program planning and decision-making
- Implement effective behavior management strategies to maintain a positive learning environment
- Use conflict mediation skills to resolve disputes and teach girls constructive problem-solving techniques

### **Community Outreach & Program Recruitment**

- Represent Girls Inc. at community events to build awareness of our mission and programs
- Collaborate with the Program Manager to implement recruitment plans and to achieve enrollment targets.
- Represent Girls Inc. at community events to build awareness of mission programs.

### **Curriculum Development and Program Planning**

- Create high-quality, engaging lesson plans that align with Girls Inc. standards and objectives
- Develop and facilitate programming on various topics relevant to girls' development
- Continuously refine and improve program content based on participant feedback and outcomes

### **Program Evaluation and Reporting**

- Collect and record program data to support grant outcomes and impact assessment
- Administer outcomes surveys and assist with data entry into participant database
- Monitor program implementation and suggest improvements to enhance effectiveness

### **Qualifications**

#### **Required**

- High School Diploma
- 1+ years of experience in youth development, education, or related field
- Strong verbal and written communication skills
- Proficiency in Microsoft Office suite (Outlook, Word, Excel, PowerPoint)
- Valid Texas driver's license and reliable transportation
- Flexibility to work occasional evenings and weekends

## **Preferred**

- Bachelor's degree in Education, Social Work, or related field
- Bilingual in Spanish
- Experience delivering youth programs in both in-person and virtual settings
- Background in positive youth development methodologies

## **The Ideal Candidate**

We are looking for a dynamic individual who brings:

- Passion for youth engagement and empowerment
- Strong group leadership and motivational skills
- Creativity in developing and delivering interactive learning experiences
- Commitment to inclusivity and creating supportive environments for all girls
- Excellent time management and ability to juggle multiple priorities
- Enthusiasm for continuous learning and professional growth

## **Why Join Girls Inc. of Metropolitan Dallas?**

- Make a direct impact on girls' lives through hands-on program facilitation
- Work in a dynamic, mission-driven environment
- Opportunities for professional development and growth
- Be part of a supportive team dedicated to empowering girls
- Competitive salary (\$17/hour-\$20/hour) and benefits package (available for Full-time staff only)

## **Physical Requirements**

This role involves light lifting, operating office equipment, and the ability to sit or stand for up to four hours at a time. Work is primarily performed in office or classroom settings, with occasional travel to various locations throughout Dallas County.

## **How to Apply**

Ready to inspire and empower the next generation of strong, smart, and bold girls? Submit your resume and a cover letter highlighting your passion for youth development to [careers@girlsincdallas.org](mailto:careers@girlsincdallas.org). No phone calls, please.

At Girls Inc. of Metropolitan Dallas, we believe that in order to be most effective in generating positive and measurable outcomes for the girls we serve, we must always value

what makes each of us unique. We must respect and appreciate the multitude of ideas, approaches, and perspectives that result from people of different backgrounds, cultures, lifestyles, and experiences coming together for a common purpose. We must not discriminate against anyone for any reason.

We also believe that our organization should mirror the girls and communities we serve, so our Girls Inc. community of management, staff, and volunteers reflect the girls and young women who participate in our programs.