

Program Facilitator Job Description



Position Summary

The Facilitator is responsible for delivering Girls Inc. of Delaware's programs with fidelity, creating safe, inclusive, and engaging learning environments for participants from elementary through high school. Facilitators implement curriculum, support enrichment activities, and ensure accurate documentation of program delivery. This role plays a key part in advancing Girls Inc.'s mission to inspire all girls to be strong, smart, and bold.

Primary Responsibilities and Time Allocation:

Program Facilitation & Delivery (50%)

- Facilitate Girls Inc. curriculum across assigned grade levels (elementary, middle, and/or high school).
- Create trauma-informed, girl-centered, and culturally responsive learning spaces.
- Adapt curriculum to meet site-specific needs while maintaining fidelity.
- Support program enrichment through guest speakers, field trips, and special activities.

Program Support & Logistics (20%)

- Assist with preparation of materials, supplies, and site logistics.
- Support planning and execution of community and family engagement events.
- Serve as backup facilitator in the event of staff absences.

Data & Evaluation (15%)

- Track and enter attendance, outcomes, and survey data into Compass 360.
- Administer pre/post assessments and SSBOS surveys as directed.
- Provide feedback to support continuous program improvement.

Collaboration & Communication (10%)

- Work with Program Leads and the Director of Programming to align on goals.
- Share program highlights, success stories, and participant feedback for marketing and reporting.
- Engage families, caregivers, and partners as appropriate.

Professional Development & Additional Duties (5%)

- Participate in team meetings, training, and professional development opportunities.
- Support recruitment and outreach efforts as needed.
- Perform other duties as assigned.

Qualifications:

Required

- 1–2 years of experience facilitating youth programs or educational activities.
- Strong communication, classroom management, and youth engagement skills.

- Proficiency in Google Workspace and Microsoft Office.
- Ability to travel to program sites and work evenings/weekends as needed.

Preferred:

- Experience with trauma-informed, culturally responsive practices.
- Familiarity with Girls Inc. programming, principles, or systems.
- Experience working with diverse youth populations in afterschool or nonprofit settings.

Work Environment

- \$16 - \$18 per hour
- Part-time
- In-person, with evening/weekend programming as needed
- Travel required across statewide program sites