

K-8th 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 K-8th elementary through middle 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 and middle 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.

Metrics:

- Deliver at least 100% of scheduled sessions with fidelity.
- Submit facilitation logs, attendance, and case notes into Compass 360 within 5 business days.

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.

Metrics:

- Ensure 100% of materials are prepared before each session.
- Contribute to at least 3 community-facing events per year.
- Submit post-event feedback within 7 business days.

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.

Metrics:

- 100% of program data entered within 5 business days.
- At least 80% of participants complete assigned surveys or assessments.
- Submit monthly data snapshots to the Program Manager or Lead.

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.

Metrics:

- Provide at least 1 program highlight per quarter.
- Maintain regular communication with Program Leads and site contacts.
- Achieve 90% satisfaction feedback from participants and partners.

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

- 2–3 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

- Pay: \$17 - \$20 per hour
- Part-time: Schedule will vary within time frames.
- Full Year Availability: Monday through Friday from 2:00 PM to 6:00 PM.
- Saturday Availability (School Year): 2nd and 3rd Saturday of each month from 8:30 AM to 3:00 PM.
- July Availability: Monday to Friday Hours Between 7:30 AM to 5:00 PM.
- In-person, with evening/weekend programming as needed