



Inspiring all girls
to be strong,
smart, and bold

Girls Incorporated of Greater Lowell

PROGRAM SPECIALIST/ ACTIVITY LEADER

Qualifications: Must be at least age 18 with a high school diploma. Must have at least one year of professional experience working with school-age children in a professional environment required. Experience facilitating groups preferred.

Dates and Hours: 1:00 or 2:00 pm till 6:00 pm, Monday through Friday, late August through mid-June, on days when Lowell Public Schools are in session. Potential for seasonal full-time hours (eg. 9am-5pm) during school vacation weeks and the summer months.

Description: Plan and lead hands-on educational activities for girls ages 5 to 12 and/ or 13 to 18 in after school Outreach Program, Center based program, or Teen Center. Activities are designed for small groups (average 10 girls) and are based on the Girls Inc. curriculum and the Activity Leaders interests and skills. Staff will act as positive role models and mentor figures, helping the girls with constructive conflict resolution skills and help children in times of misbehavior. Staff will also reinforce and reward positive choices and healthy behavior.

Outreach Program additional duties: Represent Girls Incorporated at local schools and at community sponsored events.

Center based & Teen Center additional duties: include supervising children during unstructured time and performing program duties such as serving snack, cleaning activity area, and monitoring parent pick-up procedures.

General additional duties: Attend staff meetings and agency trainings (e.g. CPR/ First Aid, EEC trainings, etc.).

Rate of Pay: \$12.00 to \$14.00 per hour based on experience and certifications

To Apply: Send cover letter and resume to:

**Girls Incorporated of Greater Lowell
Attn: Jennifer Demers, Program Director
220 Worthen St.
Lowell, MA 01852**

**e-mail: jdemers@girlsinclowell.org
Phone 978-458-6529 x103**