



## Current Employment Opportunities 3/26/18

Inspiring all girls to be  
strong, smart, and bold

Girls Inc. of Bay County is an equal opportunity employer, and drug free workplace. All applicants must pass pre-employment criminal background checks and drug testing.

### **\*\*NEW POSITION\*\***

#### **Team Leader-Main Center (Full Time 35 hrs per week)**

The Team Leader is responsible for the day to day operations of program site with support from agency leadership including staff supervision, program implementation, data collection, reporting, and insuring adherence to all relevant rules regulations as required by local, state, and federal laws and funding organizations. The Team Leader will provide structure and guidance for the program in a manner that creates a safe, welcoming and inclusive environment that promotes learning and confidence building. Qualified applicants are preferred to have a bachelor's degree or equivalent experience. Excellent communication skills required. Strong computer skills required. Email your resume and cover letter to Rebecca Nelson, Program Director at [rnelson@girlsincofbaycounty.org](mailto:rnelson@girlsincofbaycounty.org).

#### **Teen Coordinator (Full Time 35 hrs per week)**

We are looking for an enthusiastic, highly motivated, individual who is looking to take on a big challenge to help us grow! Teen Coordinator is responsible for the development of teen programs across all sites and for direct implementation at the Main Center and school based locations. The Teen Coordinator will provide oversight and guidance to program staff at other locations working with teens. The majority of the time will be spent on growing our programs for middle and high school girls in order to provide them with more meaningful career and college readiness activities, life skills and personal development training, and opportunities to engage with professionals in our community to help shape the trajectory of their future. Bachelor degree plus two years of experience working with adolescents is preferred. Combinations of education and experience will be considered in lieu of a degree. Qualified applicants must have a valid Florida driver's license, be insurable to operate a 12 passenger van, and be willing and able to transport girls to and from activities in the 12 passenger van. Email your resume and cover letter to Rebecca Nelson, Program Director at [rnelson@girlsincofbaycounty.org](mailto:rnelson@girlsincofbaycounty.org).

### **Program Staff Needed for All Locations**

#### **Program Specialists**

##### **(Full time summer seasonal, Part-time year round, and oncall substitutes needed at both locations)**

Program Specialists are needed to work in our afterschool and summer programs facilitating all facets of our Girls Inc. programming. Girls Inc. provides comprehensive, intentional, compensatory programming to girls ages 6-18. Qualified applicants need to possess a love of children and an enthusiasm for learning and exploration. Background in teaching or working with youth preferred. College coursework in education, child development, or social work preferred. Experience in science, math, computers, physical fitness a plus. Fully fluent in Spanish and English a plus. Applicants must be able to work 1:30p-6:00p M-F for afterschool programs. Full time hours and flexible schedules available on "out-of-school" days such as summer camp, winter break, spring break, and teacher in-service days. Applicants must possess a valid FL drivers license and be able to drive a 15 passenger van. Email your resume and cover letter to Rebecca Nelson, Program Director at [rnelson@girlsincofbaycounty.org](mailto:rnelson@girlsincofbaycounty.org).