



# Program Specialist

## Job Description

Girls Inc. of Bay County is looking to immediately hire (with appropriate background clearance and qualifications) Two Program Specialists for our Clara Ave., PCB Location.

### About us

Girls Inc. of Bay County is a non-profit organization in Panama City, FL. We are professional, agile, and fun. Girls Inc. of Bay County is committed to providing opportunities to empower girls ages 6-18, while inspiring them to be "Strong, Smart and Bold", through research-based education and hands-on learning. Our evidence-based programming is delivered by trained professionals who focus on the development of the whole girl, supporting, mentoring, and guiding girls in an affirming, pro-girl environment. Our goal is to reduce the barriers they face, working in partnership with schools, and at our Girls Inc. Centers.

**Position:** Program Specialist

**Classification:** Part Time

**Reports To:** Site Supervisor

**Overview of Position:** Responsible for the day to day implementation of programs, supervision of girls' activities, and individual mentoring of girls.

### Primary Responsibilities:

1. Utilize Girls Inc. identity programs and community resources to develop and deliver comprehensive, engaging, and dynamic programs geared towards personal development, STEM education opportunities, college/career readiness, and life skills training.
2. Incorporate field trips, community engagement, service, and leadership opportunities for girls to gain knowledge, experience, self-esteem, and opportunities to practice their skills.
3. Work with Program Director and Site Supervisor to ensure all needed program materials and preparations are completed prior to program implementation.
4. Complete all attendance and program data collection.
5. Assist with outcomes reporting.
6. Transport girls in agency van from schools to center, and to community activities as needed (14 passenger; CDL not needed)
7. Maintains high standards of program and safety at all times
8. Recruits new members to the program.

### Secondary Responsibilities:

1. Participates in periodic assessment of own performance and develops own goals and objectives.
2. Attends special events as requested by supervisor.
3. Actively participates in maintenance and cleaning of facility.
4. All other duties as assigned by supervisor.

**Qualifications:**

1. Associates degree preferred. Two years of experience working with children and adolescents preferred. Combination of education and experience may be considered.
2. Must possess strong verbal and written communication skills. Must be able to communicate well with groups and individuals.
3. Strong computer skills preferred, including good working knowledge of all Microsoft Office applications.
4. Must be able to lift and carry at least 25lbs.
5. Must possess a valid Florida driver's license and have reliable transportation.
6. Must pass Level I and Level II criminal background screening.
7. Must pass pre-employment drug test and be able to adhere to agency drug free workplace policies including compliance with random drug testing.
8. Although not often, must be willing to work evenings and weekends, as needed.
9. Must complete 20 hours of ELC preservice training.
10. CPR and First Aid certification required within 90 days of employment.

\*Girls Inc. of Bay County is an equal opportunity employer.

**Pay:** \$13.02/hr

**Expected hours:** 20 – 26 per week

**Benefits:**

- 401(k) matching
- Paid time off
- Employee's qualifying dependents (Girls ages 6-18) can attend Girls Inc programming without cost.

**Work Location:** In person

**Note:** All new hires must pass a drug screening and background check.

**Apply with cover letter and resume to:** [resume@girlsincofbaycounty.org](mailto:resume@girlsincofbaycounty.org)

No phone calls, please.