



Site Supervisor

Job description

About us

Girls Inc. of Bay County is a non-profit organization in Panama City Beach, 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.

Overview of Position:

Responsible for the day to day operations of the intown program site, including staff training/supervision, program development/implementation, data collection, reporting, and ensuring adherence to all relevant rules and regulations as required by local, state, and federal laws and funding organizations.

Primary Responsibilities:

1. Recruit, train, and supervise all program staff and volunteers.
2. 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.
3. Incorporate field trips, community engagement, service, and leadership opportunities for girls to gain knowledge, experience, self-esteem, and opportunities to practice their skills.
4. Acts as liaison between the organization and parents of girls, community supporters, and local schools.
5. Maintain all member and outcomes databases.
6. Maintains appropriate records of membership, participation, individual projects and program impact on specific client groups.
7. Assist with outcomes reporting.
8. Ensure staff and transportation drivers have current attendance records and rosters.
9. Assist program staff with preparation needs such as making copies and organizing supplies.
10. Whenever needed, serve as sub for transporting our girls in agency van from schools to center, and to community activities as needed.
11. Maintains high standards of program and safety at all times
12. Recruits new members to the program.
13. Works with Program Director and staff to implement goals within the Girls Inc. framework, along with adherence to Board Policies and the approved organizational budget.
14. Assist with other administrative needs as required.

Secondary Responsibilities:

1. Represents organization on such committees or boards as requested by the Program Director or Executive Director; participates in inter-agency collaboration.
2. As an active team member, will share ideas and concerns, and work collaboratively with other staff to meet goals and achieve above average staff performance.
3. Participates in periodic assessment of own performance, working with Supervisor to develop specific goals and objectives.
4. Provides input to the budgeting process as requested.
5. Attends special events as requested by the supervisor.
6. Actively participates in maintenance and cleaning of facility.
7. All other duties as assigned by the supervisor.

Qualifications:

1. Bachelor's degree, with at least two years of experience working with children and adolescents, preferred.
2. Must possess strong verbal and written communication skills. Must be able to communicate well with groups and individuals.
3. Strong computer skills required including good working knowledge of all Microsoft Office applications. Website management and social media marketing are a plus.
4. Experience in grant writing and fundraising a plus.
5. Must be able to lift and carry at least 25lbs.
6. Must possess a valid Florida driver's license. Ability to drive a 14-passenger van required.
7. Must pass Level I and Level II criminal background screening.
8. Must pass a pre-employment drug test and be able to adhere to agency drug free workplace policies, including compliance with random drug testing.
9. Although not often, must be willing to work evenings and weekends, as needed.
10. Must complete 20 hours of ELC preservice training.
11. Possessing an up-to-date CPR and First Aid certification is preferred; or certifying within 45 days of hire.
12. Conversational Spanish a plus.

Job Type: Full-time**Hourly:** \$15.38**Benefits:**

- 401(k)
- 401(k) matching
- Health insurance
- Paid time off

Schedule:

- Monday to Friday F/T Onsite
- Occasional weekends as needed

Work setting:

- In-person
- Office

Apply with cover letter and resume to: resume@girlsincofbaycounty.org. No phone calls, please.