



of the Valley

Position: Program Director- Licensed School Aged Program

Salary Range: \$58,000- \$62,000

Schedule – Monday – Friday (generally 10:00am – 6:00pm)

WHO WE ARE

After 40+ years, Girls Inc. of the Valley continues to inspire all girls* to be strong (healthy), smart (educated), and bold (independent). Girls Inc. provides more than 800 girls in the Holyoke, Chicopee and Springfield area with life-changing experiences and real solutions to the challenges girls face. As part of a national model, the Girls Inc. Experience is what makes us unique among organizations serving youth. (*please see our website at girlsincvalley.org to learn more about our inclusive gender statement)

POSITION OVERVIEW

Our program center will soon be licensed, and we need your skills and expertise! This is an exciting opportunity for an experienced EEC licensed professional to join our team and work in our brand-new programs center! In this re-established role, the Program Director will be overseeing the day-to-day program operations and sustaining a positive learning environment for Girls Inc. of the Valley's EEC licensed afterschool/ out of school time program center. The Director will be a strong supervisor who will lead a program team in developing and implementing innovative, content rich elementary school aged programs with an emphasis on literacy and academic success, STEAM topics; economic literacy, and health and wellness skills for girls aged 5 -12.

Additional responsibilities include supporting administrative systems including member enrollment and data tracking, evaluation support, and organizational policy and procedures.

The Director will have demonstrable experience in youth development programs, experience with program facilitation, and have strong knowledge and experience with EEC licensing regulations. In addition, a successful applicant will be prepared to take a hands-on role, display a friendly demeanor, believe in gender inclusive programs, and strive to create a safe and supportive environment for elementary school age participants, their families, staff, and volunteers.

SPECIFIC QUALIFICATIONS INCLUDE

- Passion for Girls Inc. mission.
- Minimum of BA/BS preferably in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Psychology, Recreation, Child Psychology, Social Work, Sociology, Child Care; or related field.
- Knowledge of and experience with EEC regulations and procedures.
- 3+ years' experience working with school age children.
- An understanding of the unique offerings of pro- girl program spaces.
- Experience in supervision and management of a diverse work force; individuals with second language skills will be given favorable consideration.
- Valid MA driver's license, with good driving record, and ability to drive a 15-passenger van.

WHY JOIN GIRLS INC. OF THE VALLEY

With an articulated belief in the mission of the organization, you will play a key role in improving the lives of girls in our community, especially girls of color, disenfranchised, and other under-represented populations. Girls Inc of the Valley offers flexibility, recognizes the need to balance personal and professional lives and provides a robust and competitive benefits package. Girls Inc. recognizes that it is essential for the organization to include the values of diversity, equity, and inclusiveness as part of our strategy to achieve our vision and mission.

We are committed to building a culturally diverse staff that represents the population of youth we serve and strongly encourage applications from candidates with diverse backgrounds.

TO APPLY:

Please send a cover letter, résumé, and names/contact information of three references to Aleks Dow, Program Administrative Assistant, to adow@girlsincvalley.org. Applications accepted on a rolling basis with higher consideration for applications received by February 24. Posting will be removed when position is filled.