

Girls Inc. of Chattanooga

Job Description

Program Coordinator

Reports To: Director of Program Operations

FLSA Status: Hourly / Non-Exempt



The mission of Girls Inc. of Chattanooga (Girls Inc. of Chatt) is to inspire and equip all girls to be strong, smart, and bold leaders within their families, their community and society. Originally founded as The Girls Club of Chattanooga, Girls Inc. has educated and empowered girls to grow up healthy, educated, and independent since 1961. Through in-school and after school programming, seasonal camps, and special events, our organization annually serves more than 800 girls, ages 6 to 18.

Girls Inc. of Chattanooga is an Equal Opportunity Employer.

Position Summary

The Program Coordinator is primarily responsible for maintaining quality programming through developing and implementing programs and activities and managing the day-to-day operations of Girls Inc. programming at the designated site(s).

Essential Duties and Responsibilities

Must be able to perform all tasks in-person and on-site at all Girls Inc. of Chattanooga's locations

- Recruits program participants for age and content specific programming
- Develops and delivers outcome-based activities and curriculum
- Develops and facilitates activities for program participants
- Oversees effective day-to-day operations of designated program
- Motivates and inspires girls to be actively engaged in all program and activities
- Responsible for managing interns/volunteers in the pro-girl environment and supervising all volunteer correspondence with volunteers and the Manager of Outreach and Engagement
- Responsible for transporting program participants to programming and field trips
- Attends regular staff development, team meetings and trainings
- All other duties as assigned

Knowledge, Skills & Abilities

- Passionate about the mission of the organization, the community, diversity/inclusion and serving in a pro-girl environment (gender specific; girls only)
- Ability to work cooperatively and collaboratively with staff, families, and community partners
- Ability to learn quickly and work independently
- Proficient in Microsoft 365 and data entry on various software
- Highly detail oriented and organized
- Excellent written and verbal communication skills
- Takes initiative and demonstrates effective problem-solving skills
- Ability to demonstrate a high level of ethics, integrity, and respect
- Knowledgeable on whole girl and youth development; social, emotional, and mental wellness

Education & Qualifications

- Minimum 3+ years of demonstrable experiencing working with school-age youth
- Minimum requirement of an Associate's degree
- Must have reliable transportation

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- Must have a valid driver's license with a clean driving record
- Must be eligible to obtain an F-endorsement
- Must be eligible to drive an 8-15 passenger van with children and or adults as passengers
- Must be eligible to obtain training certification in First Aid/CPR
- Must be available to work Monday through Friday between 7:00 a.m. and 7:00 p.m. with occasional weekend hours as needed. (Earlier morning hours and or later evening hours may be required during seasonal camps and special events.)
- Must be able to occasionally lift up to 30-50lbs of equipment or supplies for various needs
- Must be able to remain in a stationary position 50% of the time
- Computer proficiency- Microsoft Office Suite
- Bilingual (verbal and written), preferred
- Work Remotely; no

The Program Coordinator is a full-time position, between 30-40 hours per week, with benefits.

Compensation is determined based on experience, degree of education and level of expertise.

Interested parties are asked to e-mail a resume, cover letter, and list of professional references to jobs@girlsincofchatt.org. Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to the Girls Inc. main office at 423-624-4757.

Girls Inc. envisions a world where girls and all youth have what they need to grow and flourish, in school and beyond. Our Bill of Rights and Advocacy Platform focuses on policies and practices that support girls' health and wellness and foster school climates that are conducive to learning for all students, particularly those from underserved communities and those who face discrimination and other obstacles because of their race, color, national origin, sex, disability, sexual orientation, gender identity, and/or religion. At Girls Inc. we are committed to a girl-centered advocacy approach that is grounded in the experiences of the girls in our network. We lift up girls' voices and give them opportunities to advocate on issues that matter to them, in their communities and beyond. Our Bill of Rights and Advocacy platform can be found on our national website at www.girlsinc.org

Special Note As an organization, we have the right to address the recommendations based on the local needs of the girls and families we serve.