



JOB ANNOUNCEMENT

World Literacy Crusade of Florida, Inc./ Girl Power, located in the Liberty City community, is a leading organization in Miami-Dade County providing positive social change and behavior modification programs for adolescent, at-risk girls are currently seeking a qualified individual to fill the following position:

AFTER-SCHOOL PROGRAM INSTRUCTOR (Part-Time)

Position becomes full-time on June 1, 2012

DESCRIPTION - The After-School Program Instructor will conduct activities and provide services to girls ages 11 to 17 and work closely with fellow staff, volunteers, community partners and parents/guardians to deliver Girl Power's mission. Ensure that all classroom goals, objectives and outcomes are accomplished while providing quality programming to all clients.

QUALIFICATIONS

- Bachelor's Degree in Education or related field
- Minimum of 3 years experience in a similar position
- Familiar with non-profit organization operations
- Passion for working with youth and building communities in Miami-Dade County.
- Positive, compassionate attitude towards girls suffering from emotional, physical and sexual abuse as well as knowledge of other adversities facing at-risk youth
- Strong written and verbal communication skills
- Impeccable social skills with the ability to establish community partnerships
- Works well independently in a fast-paced environment
- Excellent organizational and time management skills with the ability to multi-task
- Proficiency in Microsoft Office and Outlook
- Eager to learn and seek personal development opportunities
- Must have a valid driver's license and access to consistent, reliable transportation
- Pass a criminal background check

RESPONSIBILITIES

- Complete client intakes and collection of required student data
- Create lesson plans in accordance with two evidence/research based program curriculums
- Plan and implement daily classroom activities with enthusiasm and creativity
- Perform daily, weekly and monthly student assessments/evaluations, including consistent documentation of client case notes
- Facilitate monthly Parent Support Group Meetings
- Analyze programmatic measurements and outcomes as directed
- Ensure that all student paperwork is properly filed and maintained in secured location
- Coordinate one-to-one parent/student conferences as needed
- Organize and attend student field trips and community service projects
- Attend internal and external meetings as required
- Comply with WLC/GP policies and procedures including confidentiality and equal opportunities in all aspect of work
- Other duties as assigned

HOURS

Monday through Friday

2:00 to 6:00 pm (With the exception of Wednesdays 1:00-6:00pm)

Some weekends required

STARTING JUNE 1, 2012: Monday Through Friday, 9:00 am To 6:00 pm

SALARY RANGE

\$17 -\$25 per hour

Please forward resumes to girlpower@girlpowerrocks.org

For more Girl Power information on organization, please visit our website at www.girlpowerrocks.org