

Program Facilitator (Part-time) **Girls Inc. of Long Island**

Position Summary

Girls Inc. of Long Island is seeking dynamic, mission-driven Program Facilitators who believe in the unlimited potential of every girl. Program Facilitators deliver high-quality, evidence-informed programming that inspires girls to be **Strong (healthy), Smart (educated), and Bold (independent)**.

Working in partnership with schools and community organizations, facilitators create safe, engaging, and inclusive learning environments where girls build confidence, develop leadership skills, strengthen leadership skills, develop healthy relationships, explore future careers, and prepare for lifelong achievement.

More than instructors, Program Facilitators are trusted mentors, positive role models, and skilled facilitators of learning who foster belonging, encourage curiosity, and empower girls to discover their voices, realize their strengths, and pursue their full potential.

Essential Responsibilities

Program Facilitation

- Deliver Girls Inc. curricula and enrichment activities with fidelity while adapting instruction to meet participants' needs
- Facilitate interactive lessons, discussions, and hands-on activities that encourage critical thinking, collaboration, creativity, and problem-solving
- Foster active participation and meaningful engagement from every participant
- Integrate strengths-based youth development practices throughout all programming

Relationship Building & Youth Development

- Build authentic, supportive relationships with participants
- Create a physically and emotionally safe environment where girls feel respected, valued, and included
- Create an inclusive culture that celebrates diverse identities and perspectives
- Serve as a positive adult role model who reflects the Girls Inc. mission and values
- Utilize trauma-informed practices to support positive behavior and healthy decision-making
- Encourage leadership, self-advocacy, and personal responsibility

Classroom & Program Management

- Create and maintain a structured, organized, and engaging learning environment
- Facilitate positive group dynamics through effective classroom management strategies and meaningful participant engagement
- Oversee site-level program operations, including scheduling, registration, attendance tracking, supplies, and accurate data entry
- Coordinate logistics for field trips, guest speakers, and special activities, ensuring proper planning, permissions, supervision, and communication
- Serve as the primary Girls Inc. of Long Island contact for assigned program sites, building strong relationships with school partners and communicating regularly regarding program needs, updates, and participant engagement
- Coordinate family workshops & outreach activities, for assigned program sites, that support program awareness, parent and community engagement, recruitment, and enrollment goals.

Collaboration

- Partner effectively with Program Managers, school personnel, and facilitators
- Participate in professional development, coaching, and staff meetings
- Communicate participant successes, challenges, and emerging needs
- Support organization-wide events, recruitment efforts, and special initiatives as needed

Documentation & Accountability

- Maintain accurate attendance, program documentation, and required reports
- Collect participant feedback and assist with evaluation activities, including participant surveys, program evaluations, and outcome measurement
- Demonstrate professionalism, punctuality, and reliability

Work Schedule & Time Commitment

This position requires travel to and on-site facilitation at assigned school-based program sites throughout Nassau and/or Suffolk Counties on scheduled program days. Program Facilitators work on-site at assigned school and community locations throughout Nassau and/or Suffolk Counties.

Typical commitments include:

- Afterschool programming on assigned weekdays
- Participation in required staff meetings
- Ongoing professional development and curriculum training

- Individual coaching and supervision meetings throughout academic year
- Occasional evening or weekend events, trainings, or organizational activities

Candidates must be available to work at one or more of the following locations:

- **Nassau County:** Freeport, Roosevelt, Uniondale, Valley Stream, Westbury
- **Suffolk County:** Brentwood, Middle Country, Longwood, North Babylon, Patchogue-Medford, South Huntington
- Programs typically take place 2:30-5:30pm, but are subject to change

Compensation - Tiered Hourly Pay Scale :

Compensation is based on education, relevant experience, certifications, and demonstrated facilitation competencies. Additional information regarding pay tiers will be shared during the interview process.

- Entry Level Facilitator – \$22/hour Facilitation | \$20/hour Admin & Planning
- Mid-Level Facilitator – \$25/hour Facilitation | \$20/hour Admin & Planning

Qualifications:

Required

- Associate's degree or equivalent experience working with youth
- Experience facilitating programs with children or adolescents
- Excellent communication and interpersonal skills
- Ability to build positive relationships with diverse youth populations
- Reliable car transportation to school and community sites
- Successful completion of all required background checks

Preferred

- Bachelor's degree in Education, Social Work, Psychology, Public Health, Youth Development, or a related field
- Experience in afterschool, summer, nonprofit, or school-based programming
- Knowledge of social-emotional learning and positive youth development practices
- Experience working with culturally diverse communities
- Bilingual or multilingual abilities are a plus

Core Competencies:

- Relationship Building
- Youth Engagement
- Facilitation Skills
- Classroom Management
- Emotional Intelligence
- Cultural Responsiveness
- Professionalism
- Collaboration
- Adaptability
- Accountability
- Growth Mindset

What We Value in Program Facilitators

Successful Program Facilitators are passionate about empowering girls and creating inclusive, engaging learning environments. They:

- Create environments where every girl feels safe, respected, and included
- Deliver engaging, high-impact programming that reflects the Girls Inc. Experience
- Build strong, trusting relationships with girls and inspire them to recognize and pursue their full potential
- Demonstrate empathy, cultural responsiveness, professionalism, adaptability, and reliability
- Collaborate effectively with schools, colleagues, and community partners
- Adapt to changing needs, embrace feedback, and approach challenges with a growth mindset
- Believe in the limitless potential of every girl

Why Join Girls Inc. of Long Island?

At Girls Inc. of Long Island, we don't just deliver programs—we inspire girls to build the skills, confidence, and leadership needed to become Strong, Smart, and Bold. If you are passionate about youth development and creating lasting impact, we invite you to join our mission.

We hire people who:

- Believe that every girl can succeed, even when she doesn't yet believe it herself
- Lead with empathy while maintaining high expectations
- Are energetic, dependable, and collaborative
- Facilitate learning rather than lecture

- View challenges as opportunities for growth
- Bring curiosity, optimism, and professionalism to every interaction

Background-Screening Notice

Because this position involves direct contact with children and adolescents, employment is contingent upon the successful completion of all background-screening and fingerprinting requirements applicable to the position.

Background information will be reviewed in accordance with applicable federal, state, and local laws. A criminal record will not automatically disqualify a candidate from consideration.

Equal Employment Opportunity

Girls Inc. of Long Island is an Equal Opportunity Employer. We are committed to building a diverse and inclusive workforce that reflects the communities we serve.

Employment decisions are made without regard to race, color, religion, creed, national origin, citizenship or immigration status, age, disability, sex, pregnancy or related condition, sexual orientation, gender identity or expression, marital or familial status, military or veteran status, genetic information, or any other characteristic protected by applicable law.

Girls Inc. of Long Island prohibits discrimination, harassment, and retaliation in all aspects of employment.

Reasonable Accommodations

Girls Inc. of Long Island provides reasonable accommodations to qualified applicants and employees with disabilities, pregnancy-related needs, religious-observance needs, and other needs protected by applicable law, unless doing so would create an undue hardship.

Applicants who require an accommodation to participate in the application or interview process may contact [name/email address/telephone number].

To Apply

Complete our [online application](#) (Google Forms).

Please submit all requested application materials. Qualified applicants will be considered based on the requirements of the position and the needs of our programs.