

YWCA Southeastern Massachusetts JOB DESCRIPTION and SPECIFICS

POSITION: Girls Exclusive Coordinator

STATEMENT of DUTIES: Responsible for overseeing, planning and operation of Girls Exclusive and all programs relating to adolescents girls.

SUPERVISION: Reports to Director of Programs and Services

RESPONSIBILITIES:

- Accepts responsibility for implementing the Mission of the YWCA.
- Works with Director of Programs and Services to develop and implement new programs for adolescent girls.
- Researches and applies for grant funding.
- Completes and submits required reports and billing.
- Plans, implements and supervises Girls Exclusive.
- Works with school personnel to recruit participants for afterschool programs.
- Instructs Babysitting and Home Alone Courses at least quarterly.
- Attends local community resource fairs representing the YWCA.
- Attends and participates in meetings, conferences, trainings as required.

Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

QUALIFICATIONS:

- Bachelor's Degree preferred in Education, Psychology, Social Work, or related field.
- Must be at least 21 years old with experience in teen and adolescent programming.
- Excellent oral and written communication ability.
- Good judgment with the ability to act independently in representing the YWCA
- Dependability, accountability, and flexibility are essential.

POSITION STATUS: NON-EXEMPT/FLEXIBLE HOURS
July and August: 9:00am-5:00pm
School year: 12:30pm-5:30pm
20 hours per week
Some evenings and weekends required
\$14.00 - \$16.00/hour

**YWCA IS ON
A MISSION**

eliminating racism
empowering women
ywca

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please send all inquires to Catherine Bourassa, Director of Programs and Services at cbourassa@ywcasema.org

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