

**YWCA Southeastern Massachusetts
JOB DESCRIPTION and SPECIFICS**

POSITION: Girls Exclusive Instructor

STATEMENT of DUTIES: Responsible for planning and operation of Girls Exclusive Programs.

SUPERVISION: Reports to Director of Programs and Services

RESPONSIBILITIES:

- Accepts responsibility for implementing the Mission of the YWCA.
- Completes and submits required reports and data collection.
- Plans, implements and supervises Girls Exclusive at off site locations in Southeastern Massachusetts.
- Attends local community resource fairs representing Youth Services.
- 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:

- Associate's Degree preferred in Education, Psychology, Social Work, or related field.
- Fluent in Spanish preferred
- Must be at least 18 years old with experience in 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.
- Reliable transportation required.

POSITION STATUS: NON-EXEMPT
School year: 2:00 pm - 5:00 pm
July and August: 9:00 am - 4:00 pm
\$12.00 - \$14.00/hour

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

Please send resumes to Catherine Bourassa at cbourassa@ywcasema.org