JOB TITLE: Program Specialist Intern - Juvenile Hall

JOB SUMMARY:
The Program Specialist Intern will deliver contemporary program activities to meet the needs and interests of girls who are incarcerated or in an alternative school’s Got Choices programs.

Got Choices is a weekly, year-round healthy lifestyle and risky behavior intervention program for girls who are involved in the juvenile justice system, gang impacted/involved, teen mothers or have other at-risk factors.

ACCOUNTABILITIES:
• Attend training workshops and staff meetings as assigned
• Facilitate activities/lessons and learning for girl participants in juvenile hall
• Utilize curriculum and deliver program in assigned classes or community settings
• Prepare, collect, and submit organized and complete forms and reports in a timely manner; such as attendance, registration, etc.
• Maintain a caring, yet professional relationship with the girls
• Develop and maintain positive relationships with site administrators and school representatives

ESSENTIAL QUALIFICATIONS:
• To perform this position successfully, an individual must be able to perform each essential duty satisfactorily.
  Available to commit to September through May, 5-8 hours per week, late afternoons and evenings as assigned
• Have access to and able to use reliable transportation: and if driving her or his own vehicle, must have a valid CA driver’s license, auto registration, and insurance
• Ability to implement and adapt curriculum to audience needs
• Strong organization skills to be able to work independently and be prepared to teach Girl Scouts Scout activities
• Ability to engage and communicate with manager on a consistent basis to report activities and outcomes
• Ability to work under a prescribed program, without daily immediate supervision
• Understanding of girl-specific/gender issues. Ability to demonstrate compassion, patience, and sensitivity to population served.
• Ability to role model healthy and empowered decision making skills
• Knowledge of teaching and behavior management techniques
• Ability to read/interpret documents such as safety rules and procedure manuals
• Ability to speak effectively before groups and in one-on-one situations
• Ability to deal with difficult people situations and address/resolve problems
• Ability to transport program materials to and from schools and sites and to lift and/or move up to 25 lbs.
• Reliability - Ability to accurately report time worked /time sheet requirements as needed and to report to work on time and as scheduled.
• Ability to meet the Council, school or community site dress code and other standards
• Ability to meet the Girl Scouts background verification standards, including fingerprinting
• Must be at least 18 years old

OTHER PREFERRED QUALIFICATIONS:
• Bilingual (English/Spanish), knowledge of other cultures
• One – six months experience facilitating youth programs.
• Knowledge of Girl Scout philosophy, standards, program and systems.

REPORTS TO: Program Director, Got Choices
www.GirlScoutsNorCal.org

Compensation: $10 – 12.00 per hour  6-8 hours per week
Interested candidates, please send a short paragraph about why this would be a good fit for you. If selected to be interviewed you will be sent the complete application package. DHolden@GirlScoutsNorCal.org