



JOB DESCRIPTION

Position Title: Girls Services Manager
Reports To: Executive Director
Supervisory Responsibility: Yes
Full-time, Exempt
Salary: \$32,000-\$35,000 plus benefits

Work Schedule: Primarily day-time, Monday – Friday. Some evenings and weekends may be required. Work schedule will vary based on program needs.

POSITION SUMMARY:

The Girls Services Manager oversees and implements the agency's programs and services for girls including but not limited to Girls Circles and Girls Can Do Anything! Summer Camp. The Girls Services Manager oversees program operations, supervises employees, interns and volunteers and works in collaboration with the Executive Director and other agency team members. The Girls Services Manager also serves as an agency representative in community-based events and initiatives for girls.

Essential Duties and Responsibilities include the following:

- Plans, manages, implements and evaluates the overall operations of the Girls Circles and Girls Can Do Anything! Summer Camp programs
- Coordinates and facilitates Girls Circle groups in local schools and community based settings with girls between the ages of 5-17
- Coordinates and implements all aspects of the Girls Can Do Anything! Summer Camp including field trips, service projects and activities.
- Occasionally designs and implements new initiatives, strategies or events to serve and engage girls
- Ensures program goals and grant deliverables are consistently met or exceeded
- Accurately tracks and reports service statistics to agency and funders
- Responsible for ensuring the safety of all youth program participants
- Hires, trains, supervises and evaluates program staff, interns and volunteers
- Responsible for managing all resources to ensure the programs operate within budget
- Serves as primary point of contact for all girls related programming and communication including serving as a liaison between the agency and stakeholders, community organizations, vendors, service sites, participants and their families
- Fosters positive relationships with all stakeholders in order to ensure the longevity and growth of the programs
- Fosters a safe and welcoming environment that embraces diversity
- Participates and provides leadership in staff meetings, in-service training, agency events and workshops
- Provides crisis management, debriefing, mediation between youth participants and on-the-spot consultation to staff, interns and volunteers when necessary
- Utilizes strong organizational skills to manage multiple priorities simultaneously

Education and/or Experience and Technical Skills:

- Experience working with children and adolescents and diverse populations required.
- Experience working in a gender-specific program with girls preferred.
- Working knowledge around and the ability to articulate the importance of girls' empowerment, empowering girls-only spaces and the unique issues facing girls.
- Supervisory experience preferred.
- Proficiency in basic computer skills using office software such as MS Word, Excel, Access database software; calculators and other office equipment is required.
- Current Florida driver's license, clean 3-year driving record and auto insurance required.
- Clean criminal background screening at the local, state and/or national level.

Other Requirements:

- Must adhere to Agency Values and Principles.
- Upholds the ethical standards of the Agency.
- Follows policies and procedures of the Agency.
- Must work early mornings, evenings and weekends as required to fulfill workload requirements.
- Must have reliable transportation to and from the agency and all service sites.

Key Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal – Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to other's ideas and tries new things; focuses on solving conflict.

Oral and Written Communication - Participates in meetings; writes clearly and informatively; edits work for spelling and grammar.

Teamwork – Exhibits objectivity and openness to other's' views; gives and welcomes feedback; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; respects diversity.

Customer Service – Responds promptly to staff and client needs and requests for service and assistance; meets commitments.

Initiative – Volunteers readily; looks for and takes advantage of opportunities; undertakes self-development activities.

Planning/Organizing – Prioritizes and plans work activities; sets goals and objectives; uses time efficiently.

Managing People – Includes staff in planning; decision-making, facilitating and process improvement; provides regular performance feedback; develops subordinates' skills and encourages growth; takes responsibility for subordinates' activities; continually works to improve supervisory skills.

Physical Demands: The physical demands of this job include manual dexterity. The employee is required to sit, stand and walk. The employee must be able to participate in all camp related activities with campers (swim, sports, crafts, field trips) and work both indoors and outdoors. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics can be stressful, is fast-paced and requires alertness and flexibility. The noise level is generally quiet; however, noise can accelerate to moderate and high levels.

The Oasis Center for Women & Girls is an Equal Opportunity/ Affirmative Action Employer.

Applicants should read, understand and be qualified to perform all duties listed with or without accommodations.

How to Apply:

- **Learn more about The Oasis Center for Women & Girls on our website at www.theoasiscenter.net**
- **Send a resume and cover letter by email to Barbara Groves, Administrative Assistant at barbara.oasis@comcast.net by Wednesday, August 13, 2014. Include in your cover letter why this position appeals to you and why you think gender-specific services for girls are important.**