

Program Coordinator - Ossining

Lead facilitator at assigned school sites. On-site relationship owner, data lead, and Girl Talk Saturday program lead.

Organization	Girls Inc. of Westchester County
Reports To	Director of Programs
Employment Type	Full Time
Compensation	30,000
Hours	30-35 hours per week (school year). Schedule confirmed each school year.
School Year Schedule	Monday–Friday with two Saturday per month (GLC lead — Twice a month)
Summer Schedule	Monday–Thursday on-site for summer camp programs · Friday remote half-day · No Saturdays in summer
Location	55 Church Street, White Plains, NY — with travel to assigned school sites in Westchester County

Position Overview

The Program Coordinator - Ossining, owns the Girls Leadership Council and serves as the lead facilitator across Girls Inc.'s three Ossining school-based sites — Claremont Elementary, Roosevelt Elementary, and Anne M. Dorner School. This role is the primary on-site program presence at all three schools — building relationships with girls, connecting with school staff, delivering curriculum, and ensuring every session runs with intention and care. The Coordinator facilitates at each of the three sites weekly, owns the GLC Saturday program, takes lead on data entry and documentation across all three sites, and serves as the school communication contact for day-to-day follow-up. At every program session, the Coordinator serves as the lead facilitator supported by a Part-Time Facilitator. The Coordinator role sits between the Director of Program (operational oversight) and Part-Time Facilitators (delivery support).

The ideal candidate will have experience facilitating engaging, youth-centered programming for high-school-aged participants, preferably in leadership development, advocacy, civic engagement, or positive youth development. Strong candidates will demonstrate skill in building supportive relationships with youth and families, managing group dynamics, encouraging youth voice and ownership, and guiding participants from ideas through project completion. Experience coordinating events, meeting deadlines, communicating with multiple stakeholders, maintaining attendance and program data, and preparing materials is also valuable. The role requires a warm, reliable, organized, adaptable, and proactive facilitator with strong communication skills and consistent follow-through.

Key Responsibilities

Program Facilitation

- Facilitate as lead facilitator at Claremont Elementary, Roosevelt Elementary, and Anne M. Dorner School — deliver Girls Inc. curriculum in person, adapting lesson plans to be intentional, age-appropriate, interactive, and engaging
- Prepare and deliver programming for groups of 15–30 elementary, middle, or high school girls across assigned sites
- Maintain a safe, supportive, and well-managed learning environment; uphold group norms and enforce safety protocols at all times
- Serve as a positive role model for girls, staff, and volunteers — demonstrating professionalism and commitment to high-quality program delivery
- Serve as the primary facilitator for the Girls Leadership Council Saturday series (twice a month) — plan, prepare, and lead this program throughout the year, supported by a Part-Time Facilitator assigned to this session
- Deliver fee-for-service workshop sessions at schools as assigned by the Program Manager
- Supervise participants during field trips and special events, ensuring safety and engagement throughout

School Site Communication & Relationships

- Serve as the day-to-day school contact at Claremont, Roosevelt, and Anne M. Dorner — follow up with school staff on scheduling, room access, attendance, participant updates, and any on-site issues
- Arrive 30–45 minutes ahead of each session to check in with the school liaison and set up the program space before girls arrive
- Participate in school partnership calls and planning meetings alongside the Director of Programs; bring on-site perspective and flag any site-specific needs or changes
- Build and maintain strong relationships with participants, school staff, and site contacts at all three assigned schools
- Communicate proactively with the Director of Programs about participant concerns, school staff feedback, or any scheduling conflicts
- Identify resources and opportunities for new community partnerships that could support program goals
- Support outreach and recruitment efforts at assigned sites — help identify and engage girls for program participation

Data Management —

- Take primary responsibility for data entry and recordkeeping at Claremont, Roosevelt, and Anne M. Dorner after each session
- Maintain accurate written and photo documentation at assigned sites: curriculum plans, attendance sheets, registration forms, and program schedules
- Regularly monitor participant registration at assigned sites; flag incomplete or inaccurate records to the Director of Programs/ Program Manager
- Create and maintain a site binder for each assigned school: goals, lesson plans, attendance, contact list, policy/procedures, notes
- Administer pre/post SSBOS surveys at assigned sites — ensure surveys are completed, accurate, and submitted to the appropriate system on time

Lesson Planning & Curriculum

- Prepare lesson plans in advance of each session, assigned by site — submit to the Director of Programs/Program Manager by the established deadline (before each session)
- Adapt Girls Inc. curriculum to the age group, school environment, and participant needs at each assigned site
- Attend the weekly team prep block and check-in — contribute to collaborative curriculum planning and session prep
- Review and integrate feedback from the Director of Programs/ Program Manager on lesson plans and program delivery
- Support quarterly module prep with the Director of Programs/Program Manager — familiarize yourself with upcoming content and contribute to team materials

Trips, Events & Special Programs

- Take lead on trip logistics for Claremont, Roosevelt, and Anne M. Dorner participants — manage registration lists, parent communications, permission slips, reminders (text, email, call), and day-of supervision
- Support trip logistics and day of supervision for Day in Her Heels and Recreational trips
- Support planning and coordination of major program events including the Girls Leadership Summit, College Shower, kickoff event, and end-of-year celebration
- Lead facilitator for Winter and Spring Break Camp Programs
- Assist with planning, implementation, and evaluation of family engagement events
- Support survey administration at special events and end-of-module celebrations

Administrative & Communications

- Attend weekly 1 hour check-in with the Director of Programs
- Attend the Monday in-office team session — team meeting, curriculum training, and coordination
- Complete incident reports for any safety or behavioral issues at assigned sites
- Create social media content using photos and highlights from assigned program sites; submit to Director of Programs for review and posting
- Collect participant testimonials, photos, and feedback to support organizational communications and grant reporting
- Complete all required paperwork and administrative responsibilities in a timely manner

Summer Programming

- On-site at summer camp locations Monday–Thursday during July–August camp weeks — co-facilitate and support program delivery
- Attend June training and prep sessions; support curriculum planning for summer programming with Program Manager/ Director of Programs
- No Saturdays during summer — summer schedule is Monday–Thursday on-site, Friday remote half-day
- May participate as chaperone or support lead on occasional overnight field trips during the summer

Qualifications

- Associate's degree required; Bachelor's degree preferred — relevant work experience will be considered
- 2+ years of experience in youth development, education, or community programming — facilitation experience with youth ages 8–18 required
- Demonstrated ability to develop lesson plans, adapt curriculum, and lead large group discussions and activities
- Strong interpersonal and relationship-building skills with young people, school staff, and families
- Effective problem-solving and conflict resolution skills using positive youth development principles
- Organized and reliable — able to prepare materials, submit documentation, and meet deadlines consistently
- Experience working with diverse communities; single-sex or gender equity programming experience preferred
- Ability to communicate professionally with youth, parents, community leaders, and school staff
- Available for afternoon programs (3:00–5:00 PM) and/or school-day programs (10:00 AM–1:00 PM) depending on site assignment; available one Saturday per month
- Comfortable with a full-time, multi-site schedule that includes two Saturdays per month during the school year
- Valid driver's license and reliable transportation required — daily travel between the Girls Inc. office and Ossining school sites
- Bilingual English/Spanish preferred

Schedule Note

This is a full-time role at 30–35 hours per week, generally 9:30 am - 5:30 pm, during the school year, confirmed each semester and communicated at least 4 weeks before the semester begins. Monday in-office time is required every week, with flexibility for remote work in the mornings generally. The Coordinator leads Girls Leadership Council (GLC) programming on two Saturdays per month during the school year; weekly hours run slightly higher on GLC weeks and adjust on non-GLC weeks to keep the weekly total within range. No Saturdays in the summer — summer schedule is Monday–Thursday on-site, Friday remote half-day. Schedule consistency is a priority — once confirmed, the weekly schedule does not change mid-semester without advance notice.

Compensation & Benefits

- Compensation: \$30,000/ year
- **Paid Holidays:** 12 per year, including New Year's Day, MLK Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the day after, Christmas Day, and the week between Christmas and New Year's Day
- Paid Vacation: 15 days/year for the first two years of employment, increasing to 20 days/year after the second anniversary; accrues monthly
- Paid Sick Leave: 5 sick days/year after the introductory period, plus accrual under NY's Paid Sick Leave Law
- Retirement: eligible to participate in the agency's SEP-IRA plan after the applicable waiting period
- Workers' Compensation Insurance
- Professional development support

Growth path: Girls Inc. of Westchester County is committed to growing from within. Program Coordinators who demonstrate leadership, program quality, and reliability will be considered for expanded hours, expanded responsibilities, and promotion opportunities as the organization grows.

Girls Inc. of Westchester County is dedicated to cultivating a diverse and inclusive community where every participant, employee, board member, and community partner — regardless of background, race, ethnicity, ability, or identity — feels welcomed and empowered. Women of color, LGBTQ+ candidates, and individuals with lived experience in youth development are strongly encouraged to apply.

Girls Inc. of Westchester County is an equal opportunity employer and complies with all applicable federal, state, and local laws prohibiting employment discrimination.

To apply: Submit a letter of interest and resume to Krista Creacy, Director of Programs — kcreacy1@girlsincwestchester.org