



## Program Specialist Camps and Clinics

### About Girls in the Game

Girls in the Game provides and promotes sports & fitness opportunities, nutrition & health education and leadership development to enhance the overall health and well-being of all girls. Our year-round continuum of programs includes after school programs for elementary-, middle- and high-school girls, a five-week summer camp, one-day health fests, a year-round leadership development program and parent and caregiver healthy lifestyles trainings.

### Position Summary

The Program Specialist will work in our Camps and Clinics program with an emphasis on building relationships with new sites, community partners, and program participants. The Camps and Clinics program includes a summer camp, mini camps over spring and winter school breaks, and Game Days – one day clinics for groups of 20-100 girls. All programming follows a set curriculum and each activity incorporates sports and fitness, health and leadership development. The Program Specialist will be responsible for assisting the Camps and Clinics Manager with curriculum development, program planning and logistics, record keeping and program delivery. From September through June, the Program Specialist will focus on mini camps during school breaks, Game Days and planning for Summer Camp. Over the summer, the Program Specialist will work in the Girls in the Game Summer Camp leading programming and helping to supervise campers. Summer Camp operates daily for five weeks in July and August with four weeks of day camp in Chicago and one week of overnight camp in Indiana (sleeping accommodations are cabins). This position reports to the Camps and Clinics Manager.

### Primary Responsibilities

- Help plan 15-25 Game Days, two mini camps and Summer Camp including securing sites, recruiting participants, preparing supplies, and organizing staff
- Lead programming at Game Days, mini camps and Summer Camp
- Chaperone fieldtrips one Saturday per month
- Communicate with girls, parents/guardians and site contacts to ensure good attendance
- Assist with program and curriculum development
- Record enrollment and attendance for the Camps and Clinics program and enter information into our Salesforce.com database
- Act as a representative of the organization and help build relationships with new sites (e.g. schools and parks), community partners (e.g. sports teams, colleges, corporate volunteer groups), participants and their families
- Other duties as assigned

### Qualifications

- Bachelor's degree, preferably in health, youth or teen development, education or a related field
- At least two years of experience working with children and leading groups
- Athletic ability is not required, but applicants must be able to learn and demonstrate the basic skills of multiple sports and fitness activities
- Must be able to travel regularly to sites throughout Chicago, preferably by car
- Demonstrated knowledge of computer environments, e.g. Windows, Microsoft Word, Excel, Outlook and PowerPoint
- Spanish language skills strongly desired

### **Licensing Required**

- Employment is contingent upon proof of eligibility to work
- Verification of degree/credentials
- Background check and fingerprint clearance
- Valid driving license (if applicant drives)
- Proof of insurance on personal vehicle (if applicant drives)
- Recent satisfactory DMV printout of driving record (if applicant drives)
- Must be available to work evenings and weekends for various scheduled events
- Agreement to uphold all of the Girls in the Game Policies and Procedures (by signature)

### **Core Competencies**

- Coaching/leading groups
- Youth/teen development
- Organization and attention to detail
- Representing the organization
- Problem solving and decision making

### **Communication Skills**

Ability to implement curriculum for groups of children; ability to encourage children to participate in activities; ability to use positive language to diffuse conflicts as they arise during programming; ability to communicate effectively and professionally with adults including staff, parents/guardians, teachers and school administrators; ability to communicate effectively with diverse groups

### **Reasoning Ability**

Ability to resolve problems as they arise during programming; ability to organize and analyze information with a high attention to detail; ability to work on multiple projects at once; ability to track detailed enrollment and attendance information; ability to learn to use the Salesforce.com database

### **Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

- Frequently: sitting, walking, running, active play, seeing, hearing, speaking, standing, carrying
- Occasionally: stooping, lift up to 40 lbs, squatting, kneeling, bending, pushing/pulling
- Seldom: climbing, twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a fast paced environment and the noise level is usually moderate.

### **Compensation**

The salary range for this position is \$31,000-\$35,000 annually based on experience. Health, dental and retirement benefits also provided.

**For more information or to apply, please email or fax a resume and cover letter to Monique Turner at [mturner@girlsinthegame.org](mailto:mturner@girlsinthegame.org) or 312.633.4897. Due to the high volume of applications, PLEASE NO PHONE CALLS.**