



Position Description: Middle School Program Coordinator

Organization: GirlUp GVL

Reports to: Senior Program Director

Position Type: Full-Time

Schedule: School Year - Monday - Thursday, 11 AM - 7 PM; Friday, 10 AM - 6 PM,
Summer Hours - Monday - Thursday 7:30 - 1:30, Fridays vary

Overview: The Middle School Program Coordinator for GirlUp GVL will collaborate with the Executive Director and Program Director to plan, develop, and execute activities for the GirlUp GVL Middle School Program. The Coordinator will emphasize Individual Success Planning (ISP) for program attendees and support middle school engagement, parent/teacher communications, grant writing, and social media efforts to secure funding. Success in this role is measured by the Coordinator's ability to ensure the safety and well-being of each attendee and effectively address their emotional, social, educational, and physical needs.

Responsibilities/Areas of Ownership

Program Development & Execution

- Plan and execute daily Middle School Program activities.
- Collaborate with directors on activity development and scheduling.

Individual Success Planning (ISP)

- Create and manage personalized success plans for attendees.
- Monitor progress and adjust plans as needed.

Participant Support

- Address emotional, social, educational, and physical needs.
- Provide transportation for program-related activities.

Team Engagement

- Collaborate with team members to enhance program delivery.
- Assist with High School Program needs as required.

Community Engagement & Marketing

- Build relationships with participants, parents, and volunteers.
- Manage social media to promote programs and support fundraising efforts

Successful Candidates Will:

- Bring initiative and creativity to program development.
- Work independently and effectively manage multiple responsibilities.
- Communicate promptly and build strong relationships with stakeholders.
- Be flexible and adaptable to varying work hours and priorities.
- Excel in time management and prioritize tasks efficiently.

Work Hours

- Flexible hours, including evenings and weekends for events and meetings.



Key Qualifications:

The ideal candidate will exhibit a range of “key qualifications” essential for success in this role. These include patience and understanding, particularly in working with marginalized and at-risk children. Strong problem-solving skills and a robust work ethic are crucial, along with punctuality and reliability. Effective classroom management skills and the ability to multitask will be essential in meeting expectations for this role. Successful candidates will take a conscientious approach to all responsibilities. The candidate must demonstrate strong emotional and situational awareness, coupled with a loving aptitude for working with children. Excellent verbal and written communication skills, networking abilities, and conflict resolution skills are also vital for this position.

Required Education, Certification, and Experience

- Previous experience working with middle or high school youth
- Minimum 2 years of work experience
- High school diploma or GED
- CPR and First Aid Certified
- Experience with Google Drive and Google products
- Experience with Social Media Platforms such as Instagram, Facebook and LinkedIn
- Valid driver’s license
- Reliable transportation

Preferred Experience

- 2+ years of experience working with middle or high school youth
- Leadership experience

Other Pre-Employment & Screening Requirements

- Completion of GirlUp GVL Employment Application.
- 21 years of age or older.
- SCDMV Motor Vehicle Report – two (2) or less moving violations within the last three (3) years.
- All candidates must submit to a mandatory pre-employment background check and drug screen.
- Submittal of three (3) or more professional references.

Working Environment and Conditions: This role encompasses diverse settings, including classrooms, outdoor spaces, vehicles (e.g., buses, cars), events, and professional meetings. Standard office equipment such as computers and phones are routinely utilized. Additionally, this position involves regular vehicle operation for transporting Program Attendees.

Physical Demands

- Ability to lift 10 – 20lbs
- Ability to stand/walk for up to 5 hours.
- Ability to sit for up to 5 hours.
- Ability to safely operate vehicles for up to 4 hours.
- Ability to mentally handle stressful and/or emotional situations.
- Ability to maintain confidentiality of program attendees



Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

GirlUp GVL is committed to equal treatment of all employees and equal opportunity in employment, compensation, training, and all other aspects of employment regardless of age, race, creed, color, religion, gender, pregnancy, national origin, service member status, disability, or any other category protected by federal, state, or local law. Opportunities for employment and promotion are open to all who qualify.