



## Position Description

**Position:** Teen Facilitator

**PRIMARY PURPOSE:** PEARLS for Teen Girls, Inc. is a comprehensive, after school program for girls ages 10 to 18 that maximizes self-development. PEARLS has earned national recognition as an exemplary organization that values youth-adult partnerships, creative programs and girl-driven goal setting. The foundations of PEARLS, practiced by staff and participants are:

**P** – Personal Responsibility, **E** – Empathy, **A** – Awareness, **R** – Respect, **L** – Leadership; and **S** – Support.

Teen Facilitators are caring young women who assist Program Coordinators in the planning and facilitation of PEARLS sessions.

### ESSENTIAL JOB FUNCTIONS:

- Work closely with partner Teen Facilitator and Program Coordinator to plan and implement activities around the PEARLS five point Leadership Compass.
- Help set up and clean-up the room before and after each PEARLS session.
- Assist in planning weekly PEARLS session(s) & submit planning sheets to your partner Teen Facilitator and Program Coordinator in a timely manner.
- Complete weekly program documentation as assigned.
- Participate in group activities and all-site events.
- Attend and participate in program staff meetings.
- Attend and successfully complete all required Teen Facilitator training.
- Look for and document behavioral shifts and changes on Good Stuff Done forms.

### QUALIFICATIONS:

- Must be a leader!
- Must currently have and maintain a 3.0 or better GPA .
- Must be a team player, organized, have strong verbal and written communication skills, have a positive attitude and be able to maintain confidentiality.
- Must be willing to be a positive role model for girls at all times – on and off of the clock.
- Must be able to work with people from diverse ethnic, economic and social backgrounds.

**To Apply:** Please complete an application and mail to:

PEARLS for Teen Girls, Inc.  
Attn: Gerry Howze, Director of Program Services  
2100 N. Palmer St.  
Milwaukee, WI 53212