



eliminating racism
empowering women
ywca
Greater Pittsburgh



POSITION: Out-of-School-Time Program Facilitator
(Reports to Program Coordinator - Opportunity Pathways Programs)

DEPARTMENT: Opportunity Pathways Programs

WAGE/FLSA: \$17.00 to \$20.00/hour – Non-Exempt
(20-hour work week – Mid-September to Mid-May)

JOB SUMMARY:

Women, especially women of color are under-represented in STEM fields. YWCA Greater Pittsburgh works to address this disparity by providing after-school STEM (“Science, Technology, Engineering, and Mathematics”) education for girls in the Greater Pittsburgh area. The facilitator is responsible for creating a learning environment that guides and encourages students to develop and fulfill their academic and social potential. The facilitator will work to nourish girls’ interests in STEM, improve their in-school performance, and equip them with workforce and life skills they need to thrive. The facilitator will monitor and assess the effectiveness of program delivery.

ESSENTIAL JOB FUNCTIONS:

- Promote and support the mission, values, and goals of the YWCA while maintaining performance standards.
- Facilitate assigned curriculum to program participants within our partnering school districts throughout Allegheny County. You will be responsible for facilitating three (3) program sites. The Program Coordinator will coordinate site specifics, locations, and times.
- Create a learning environment that guides and encourages participants to develop and fulfill their academic and social potential.
- Safeguard the welfare of all participants by following proper policies and procedures.
- Maintain effective communication by serving as a liaison between the YWCA Greater Pittsburgh, partner families, and school personnel.
- Manage logistical aspects of the program to include but not limited to attendance, applications, data entry, student departure/arrival, supply acquisition/return, assessment distribution.
- Attend monthly seven (7) Saturday Academy sessions at local universities/colleges or trades. Saturday Academy typically operates between the hours of 9:00 am- 3:00pm, one Saturday a month.
- Attend monthly facilitator meetings and/or training.
- Work closely with the department staff and partners on program development and enhancements.
- Participate in professional development, meetings, and program outings.
- Maintain high levels of consumer satisfaction.
- Maintain a high level of confidentiality when working with sensitive information.

INTERESTED INDIVIDUALS CAN APPLY AT:

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

- Assist with various events throughout the school year, i.e., field trips and/or Celebration of Learning.
- Available to work occasional evening and weekend hours.
- Access to reliable transportation.
- Value, demonstrate and promote diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS:

If you meet some, but not all, the qualifications below, we still encourage you to apply.

Associates, Business, or Technical Degree with two (2) years of relevant social service experience or High School Diploma or equivalent with five (5) years relevant experience. Must be able to pass and maintain a clean Act 33/34 clearances, FBI background check, and National Sex Offenders Registry (NSOR).

DESIRED KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work with a diverse population of partner families from a variety of socio-economic and ethnic backgrounds.
- Experience monitoring and implementing Science, Technology, Engineering, Math, and Leadership projects/programs.
- Ability to manage and understand projects/program by proactively addressing changes in conditions, operations, and the environment that will affect program outcomes.
- Excellent communication, verbal, and organizational skills.
- Motivate, develop, and direct participants and partners to acquire trust and inspire confidence.
- Ability to be flexible, adaptable, and comfortable with changes in work location, staffing, and organizational structure.
- Proficiency in Microsoft Office along with knowledge and experience with Google Drive, Zoom, and Teams.

ABOUT YWCA GREATER PITTSBURGH:

YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As one of the oldest and largest women's organizations in the nation; YWCAs across the country serve over 2 million women, girls, and families. For over 150 years, the YWCA Greater Pittsburgh has advocated for voting rights, civil rights, and violence protection, fought for affordable housing, quality childcare, and much more, intending to improve the quality of life for women and girls and strengthen Greater Pittsburgh communities. Today, our employees are working tirelessly at promoting racial justice, reducing race and gender disparities, and deliberately addressing the challenges and celebrating the triumphs of living at the intersection of race and gender. We continue to help our neighbors avoid eviction, access transportation to work, and other resources to support an improved quality of life. After School STEM Educators work to improve the quality of life for girls by nourishing girls' interests in STEM, improving their in-school performance, and equipping them with the workforce and life skills they need to thrive and contribute to the community.

MISSION IMPACT:

YWCA Greater Pittsburgh employees work together to promote racial justice and reduce race and gender disparities. We deliberately address the challenges and celebrate the triumphs of living at the intersection of race and gender. As a part of Opportunities Pathways team, you will have the opportunity to support and advance our mission of eliminating racism an empowering woman by providing direct services and advocating to support marginalized individuals and families, especially women and girls of color. We work collaboratively to reduce barriers and

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structural inequities by helping youth and teen girls use their voices and by empowering them toward pathways for economic success.

Equal Employment Opportunity Policy: *YWCA Greater Pittsburgh will not discriminate against any applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, ethnicity, origin, or citizenship, disability, military or veteran status or any other legally recognized protected basis under federal, state, or local laws, regulations or ordinances. Applicants requiring reasonable accommodation for the application should notify a representative of the Human Resources Department.*

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