



TECHGirls

Group Leader - Job Description June 30 - August 1, 2019

(Dates include orientation, program set up, program delivery & wrap-up)

TechGirls is a U.S. Department of State initiative and exchange program designed to inspire young women from Central Asia and the Middle East and North Africa to pursue higher education and careers in technology through hands-on skills development. It is administered by Legacy International in partnership with Virginia Tech, Center for Enhancement of Engineering Diversity.

PROGRAM OVERVIEW: <http://www.legacyintl.org/our-programs/techgirls/>

GENERAL RESPONSIBILITIES

Serve as a resident advisor/counselor for participants, assisting individual girls to meet the demands of the program. Responsibilities include design and delivery of icebreakers/group building games, recreational/sports activities (as schedule permits), design and deliver preparation for homestay experience and community service day as well as debrief these days, assist program coordinator in delivery of project planning sessions facilitating smaller groups and individuals as needed. All staff provides general program support. This may include: event/meeting set-up, communications with program providers, assisting with logistics (procuring supplies, getting food, getting laundry done, errands). Also provide health monitoring and first aid.

Calendar

- May-June Participate in 2-3 staff orientation sessions via Skype or Zoom
- June 30 to July 4 Bedford, VA; staff orientation, program set-up
- July 5 - 14 Washington DC arrival; orientation & training, service projects, leadership clinics, community service, job shadow
- July 12 - 14 Homestays for Central Asian youth
- July 14 - 26 Virginia Tech; coding academy, project planning, lab exploration with CEED
- July 26 - 28 Homestays for MENA youth. Project planning and back to DC for Central Asian youths
- July 29 - 31 Washington DC; leadership clinics, wrap up activities, youth depart.
- Aug 1 Staff Wrap up (Select staff may serve as flight chaperones for one of the MENA or Central Asian groups.

Qualifications

- Experience working with high school students in a leadership capacity;
- Prior experience in a residential youth program or as a resident advisor in college;
- U.S. citizen or permanent resident with eligibility to work in the U.S.;
- Complete, full time availability for the duration of the program;
- Willingness and ability to complete post-program evaluations and reports;
- Excellent written and oral communication skills;

- Demonstrated enthusiasm and strong social skills when interacting with others;
- Punctual and committed to goals of the program;
- Interest in and ability to work in both a team environment and alone with minimal direction;
- Background in STEM or coding is a plus;
- Prefer candidates who are based in or near Washington, DC or Virginia.

Our Leaders

- Are professional, flexible, resilient, resourceful, and pro-active;
- Are caring, warm, and friendly;
- Genuinely enjoy spending time with high school students;
- Have a high level of social and emotional intelligence;
- Have strong group building and facilitation skills;
- Are willing to put their students' learning and development ahead of their own experience;
- Are ready for an intense, challenging, and rewarding summer;
- Come from a wide variety of backgrounds;
- Are, above all, educators and facilitators.

Essential Functions

1. Ability to effectively communicate with youth and staff
2. Visual and auditory ability to identify and respond to environmental and other hazards related to program duties.
3. Cognitive and communication abilities for large, complex event management
4. Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, digital camera, computer, photocopy machine).
5. Ability to move furnishings (tables, chairs) & lift supplies up to 25 pounds.

Compensation

Salary for this period begins at \$2,000. Food, lodging, and transportation throughout the exchange is provided as part of the group's arrangements. (As a short term employee, no other benefits are provided.)

TO APPLY

Send cover letter and resume **by March 28, 2019** with "*TechGirls Group Leader*" in the subject line to: staff@legacyintl.org

Legacy International is an Equal Opportunity Employer and seeks qualified applicants to represent diverse geographical, ethnic, religious, and economic backgrounds. Our goal is to select the most qualified leaders for each program. The competitive standards are set by each group of applicants.