



## **TechGirls 2020 - Group Leader** **July 1 – August 2, 2020**

*(Dates include pre-program set up, staff orientation & training, program delivery & wrap-up.)*

**TechGirls** is a U.S. Department of State initiative and exchange program designed to inspire young women from Central Asia, the Middle East and North Africa (MENA) and U.S. to pursue higher education and careers in technology through hands-on skills development. It is administered by Legacy International in partnership with Virginia Tech University's 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 provide 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.
- July 1 - 5 Washington DC - Trinity University; staff orientation, final program prep.
- July 6 - 10 Washington DC arrival; orientation & training, service projects, leadership clinics.
- July 10 - 11 Homestays for half of the youths. Arrival and orientation at Virginia Tech for U.S. girls.
- July 12 - 24 Virginia Tech - coding academy, project planning, lab exploration with CEED, job shadow.
- July 24 - 25 Homestays for half of the youths. Project planning and training for others.
- July 26 - 31 Washington DC - job shadow, NASA visit, leadership clinics, wrap up activities.
- Aug 1 Youth departures and staff wrap up.
- Aug 2 Staff departures.

### **Qualifications**

- Experience working with high school students in a leadership capacity;
- Prior experience in a residential youth program or as an RA in college;
- US citizen or eligibility to work in the US;
- Complete availability for the duration of the program;
- US driver's license with a good driving record (qualifies for driving - at least 25 years old);
- First aid & CPR certified; (nice but not required)
- Willingness and ability to complete post-program evaluations and reports;

- Background in STEM or coding a plus;
- 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;
- Prefer candidates who are based in 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.

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.

**Compensation:** \$2,200. PLUS food, lodging and transportation throughout the exchange (July 1 - August 2) as part of the group's exchange arrangements.

**TO APPLY:** Send cover letter and resume with "*TechGirls Group Leader*" in the subject line to Leila Baz (Legacy's HR Manager); [staff@legacyintl.org](mailto:staff@legacyintl.org)