



## COLLEGE & CAREER PROGRAM DIRECTOR JOB DESCRIPTION

**Position Title:** College & Career Program Director  
**Category/FLSA Status:** Full-time/Exempt  
**Supervisor:** College & Career Manager  
**Supervises:** Interns and Volunteers  
**Office Location:** 304 E. Vickery, Fort Worth, Texas 76104

Girls Inc of Tarrant County is a group of professionals dedicated to inspiring girls to be strong, smart, and bold. We work in the community, schools in Arlington, Fort Worth, Crowley and throughout the metroplex to deliver our evidence based comprehensive girls only programs for all who identify as girls.

**Position Summary:** The College & Career Director is responsible for program development, facilitation, and reporting, as well as the supervision of interns, and volunteers in their assigned program area of College and Career, curriculum, initiatives, and educational opportunities. Traveling to sites frequently to deliver program and partner with Girls Inc. team is also part of this position.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### **Program Administration:**

- Prepare current high school girls in our programs for a post-secondary degree, or career/trade school
- Coordinate, implement, and facilitate College & Career curricula across our programs in Tarrant County at FWISD (Fort Worth), CISD (Crowley), AISD (Arlington), Alumnae Network, and Boost activities and initiatives
- Coordinate, and collect data on Girls Inc. programs, Alumnae Network, and Boost activities and initiatives, and from high school seniors for College Shower
- Lead agency's high school scholarship programs by providing workshops throughout our programs and community
- Work with high school students through some 1:1 and mostly group work to begin their post-secondary education plans and track record and accomplishments in Girls Inc. programs
- Schedule workshops/programs, and facilitate to High School girls to support students and strengthen collaboration efforts with agency team
- Schedule College & Career related speaking engagements for the community and throughout our programs
- Document consistent, and accurate information regarding participants contact information and direct communication with participants and families
- Meet programmatic goals and deadlines as set by the agency contracts, and grants
- Submit accurate and timely reports

### **Agency Mission and Goals:**

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and excellence at all times.
- Participate in goal setting for program objectives, strategies, and tactics.

**Related Agency Activities:**

- Participate in periodic assessment of own performance; develop professional goals and objectives.
- Participate in staff meetings, town halls, conferences, and 1:1's with supervisor; work collaboratively with team to meet goals.
- Participate in fundraising, volunteer engagements, and agencywide events as directed.
- Engage in approved continuing education opportunities as appropriate.
- Serve as an ambassador for the agency.

**Minimum Qualifications:**

- Bachelor's degree, with courses in social work, education, psychology, and/or sociology; special consideration may be given for equivalent experience and personal qualifications in lieu of degree.
- Work experience in program development, community partnerships, or project implementation.
- Skill in working with diverse clients, staff, and communities; ability to facilitate cooperative work.
- Ability to inspire, stimulate, and encourage creativity and innovation.
- Knowledge of Microsoft Office programs.
- Ability to work some evenings and weekends.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license to be able to drive to programs offered throughout Tarrant County in Fort Worth, Crowley, and Arlington

**Preferred Qualifications:**

- Bilingual in Spanish is preferred

**Physical Requirements and Work Environment:**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with program participants. Work is typically performed in an office or classroom setting, and may involve standing, stooping, bending, and walking. However, the agency will make accommodations when necessary. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

**Equal Employment Opportunity:**

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

**Salary Range:** \$40,000-\$45,000 based upon skills, and experience.

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Employee Name (Please Print)

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Employee Signature

\_\_\_\_\_  
Date