



of Greater Santa Barbara

**Assistant Center Director—Santa Barbara Center  
Girls Inc. of Greater Santa Barbara**

Girls Inc. of Greater Santa Barbara is seeking an Assistant Center Director for our Santa Barbara Center location.

Girls Inc. inspires all girls to be strong, smart, and bold. We offer girls a safe, fun, all-girl/pro-girl environment where they gain and practice skills that equip and empower them to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. Through research-based programs, led by trained mentoring professionals, Girls Inc. girls learn to be confident and embrace positive decision-making to take charge of their health and well-being, and achieve academic, personal, and career goals.

**Assistant Center Director Essential Job Functions Include:**

- Promoting a pro-girl environment that is physically, socially, and emotionally safe
- Coordination of center transportation program
- Management and supervision of center snack program
- Tracking Database Maintenance
- Management of center supply inventory
- Organization of programming areas and resources
- Interaction with families in a positive and welcoming way
- Facilitation of Girls Inc. programs when facilitators are absent
- Oversight of all center operations in the Center Director's absence
- Being a leader, role model, and mentor for the girls and staff

**Minimum Requirements:**

- 4+ years' experience working with youth in a structured educational setting
- Bachelor's Degree with an emphasis in early childhood education, child and adolescent development, elementary education, or social work
- 12 college level units in early childhood education or any of the following substitutes: sociology, psychology, art, music, dance, drama, recreation
- Clean criminal record
- Ability to pass a pre-employment physical and drug screening
- Proof of vaccination per licensing requirements (Pertussis and Measles immunization. Flu vaccine recommended, but optional)
- Strong communication skills and ability and desire to work as a member of a diverse and dynamic team
- Bi-lingual Spanish speaker
- Ability and desire to obtain a class B license with Youth Bus endorsement is required

**Hours of Position:**

- Full-Time including benefits
- Monday- Friday
- 10:00 am- 6:30 pm (Hours may vary by season, some weekend and evening hours may be required)

**Compensation and Benefits:**

- \$15-\$18 hour depending on experience and education
- Vacation, sick, and holiday pay included
- Medical, dental, and vision insurance
- Retirement Plan

**To Apply:**

- Submit cover letter, application, and resume with relevant coursework to Leah Tabas, Center Director at [ltabas@girlsincsb.org](mailto:ltabas@girlsincsb.org). Deadline for submission is Friday, April 21, 2017.