

# Help Wanted: Girls Exclusive Instructor at YWCA

JOB DESCRIPTION and SPECIFICS

POSITION: Girls Exclusive Instructor

STATEMENT of DUTIES: Responsible for planning and operation of Girls Exclusive Programs.

SUPERVISION: Reports to Director of Programs and Services

## RESPONSIBILITIES:

- Accepts responsibility for implementing the Mission of the YWCA. Works with Director of Programs and Services to implement programs for adolescents.
- Completes and submits required reports and data collection.  
Plans, implements and supervises Girls Exclusive at off site locations in Southeastern Massachusetts.
- Attends local community resource fairs representing Youth Services.
- Attends and participates in meetings, conferences, trainings as required.
- Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

## QUALIFICATIONS:

- Associate's Degree preferred in Education, Psychology, Social Work, or related field.
- Fluent in Spanish preferred.
- Must be at least 18 years old with experience in adolescent programming.
- Excellent oral and written communication ability.
- Good judgment with the ability to act independently in representing the YWCA
- Dependability, accountability, and flexibility are

essential.

Reliable transportation required.

POSITION STATUS: NON-EXEMPT/FLEXIBLE

- July and August: 9:00 am-4:00 pm
- School year: 2:00 pm-3:30pm
- Some evenings and weekends required
- \$10.00 – \$13.00/hour

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT  
OPPORTUNITY/AFFIRMATIVE  
ACTION EMPLOYER

Please send resumes to Catherine Bourassa at  
**[cbourassa@ywcasema.org](mailto:cbourassa@ywcasema.org)**

YWCA Southeastern MA  
20 South Sixth Street  
New Bedford, MA 02740

P: 508-999-3255

F: 508-999-2802

[www.ywcasema.org](http://www.ywcasema.org)

[info@ywcasema.org](mailto:info@ywcasema.org)