



## GIRLS IN THE KNOW PROGRAM LEADER DESCRIPTION

The Girls in the Know (GITK) Speaker Series offers a unique volunteer opportunity for mother/caregiver & daughter pairs who are *first time participants* to facilitate bringing the GITK Speaker Series as PROGRAM LEADERS (PL) to their school/location by taking on a leadership role throughout the program, and in return, receiving discounted program fees.

The PROGRAM LEADER position provides a unique volunteer opportunity for a mother/caregiver & daughter pair to work alongside one another while specifically offering the pre-teen daughter leadership experience, community service, and volunteerism for an amazing non-profit organization.

This volunteer position works directly with GITK staff to assure the smooth implementation of and successful participation in the GITK Speaker Series through marketing the program, recruiting mother-daughters pairs, and facilitating the sessions.

### Primary Role of PROGRAM LEADERS

- Attend Program Leader Training
- Assist in securing GITK Speaker Series location
- Serve as contact person for GITK Speaker Series between location/school administration and GITK staff
- Communicate with GITK staff throughout program period
- Complete the GITK Publicity Checklist with GITK staff in order to determine a promotional strategy that will ensure successful numbers of registrations/participation in the GITK Speaker Series
- Act as primary contact for communication with participants in Speaker Series, referring participants to GITK staff when appropriate
- Facilitate all GITK Speaker Series sessions including set-up, program materials, speaker introductions, break-down, administration & summary of survey results, and session wrap up
- Promote any upcoming GITK special events and merchandise
- Plan and coordinate end of series celebration with other Program Leaders and GITK staff

### **Time Commitment (Approximately 10 Weeks):**

- Securing/scheduling the hosting location for the GITK Speaker Series
- Marketing to/recruiting 15-20 mother-daughter pairs through flyer distribution, location resources, personal networks, social media, etc., approximately 4 weeks prior to the Speaker Series. To be determined using the GITK Publicity Checklist
- 1-hour Program Leader Training that where daughter's attendance is optional
- 4 Speaker Series sessions - each session is one-hour long, one night a week for 4 consecutive weeks. Program Leaders arrive 30-45 minutes prior to each session to set-up and greet participants, and remains 15-30 following sessions for break-down and packing of supplies.
- Post GITK Speaker Series wrap-up and celebration

### **Requirements:**

- Mother/caregiver is actively participating in and attending the GITK Speaker Series with her daughter
- Program Leaders and their daughters (optional) participate in a 1-hour GITK Program Leader Training session before the GITK Speaker Series begins

### **Qualifications:**

- Passionate about the GITK Speaker Series mission with a desire to support pre-teen girls and their mothers throughout the program period. (Girls in the Know will provide training, the curriculum and all supplies needed to run the GITK Speaker Series.)
- A desire to take on a leadership role with the participants in a GITK Speaker Series and to work along side her daughter to maximize her experience in this leadership role
- Good communication skills and a comfort with speaking in a small group setting

### **Benefits:**

- Discounted program fees for mother/caregiver and daughter
- Documented service hours for daughter and a letter of acknowledgement, if requested.
- Making a difference in the lives of pre-teens girls and their moms/caregivers by encouraging girl empowerment, positive decisions and healthy behaviors while supporting positive communication between mothers/caregivers and daughters.