



Girls on the Run is seeking a seasonal Community Engagement Coordinator

Be a part of a creative, energetic team, working together to help girls tap into their full potential!

Organization Description

Girls on the Run is a physical activity-based positive youth development program (PA-PYD) designed to develop and enhance girls' social, psychological, and physical competencies to successfully navigate life experiences. Meeting twice a week, in small teams of 8-20 girls, we teach life skills through dynamic lessons and running games. Our 24-lesson curriculum is taught by certified Girls on the Run coaches and includes three parts: understanding ourselves, valuing relationships and teamwork, and understanding how we connect with and shape the world at large. The program culminates in a non-competitive 5k event that gives the girls a tangible sense of achievement, as well as a framework for setting and achieving life goals. The result - making the seemingly impossible, possible and teaching the girls to boldly pursue their dreams. The participation of family, friends and community members in our 5k events expands our effect, inspiring a broader community to value healthy living and support our girls.

Girls on the Run of Southeastern Michigan serves over 2,000 families in five counties (Washtenaw, Livingston, Lenawee, Monroe and Jackson) and is still growing. Our office is located in the Reichert Center on the campus of St. Joseph Mercy Hospital in Ypsilanti.

Position Summary

The Community Engagement Coordinator is responsible for outreach and engagement with the schools, families other stakeholders. This person will help expand our reach to help ensure our programs are available to every girl in the five county territory we serve.

Program Outreach Responsibilities:

- Promote our program to targeted schools, groups and families in the communities we serve.
- Assist with building positive relationships with community leaders, schools, volunteers, etc
- Assist with marketing efforts (posting program and 5k posters, etc.)
- Recruit volunteer site leaders, coaches and committee members
- Support the program team in leading a successful site leader and coach training program
- Perform site visits as assigned to provide support and encouragement to the coaches, meet the girls & families and ensure that the program is being delivered in a manner consistent with Girls on the Run's values, mission and goals.
- Act as a substitute coach when needed.

- Assist with all events (i.e. Three Girls on the Run 5k events, Superhero 5k, Site Leader Launch, Coach Summit, Mid-Season Coach Meeting, 5k Packet Pick-up's ,etc.).

5k Volunteer Recruitment and Oversight

- Work with our Event Coordinator to determine the number of volunteers needed for the GOTR 5k series in May
- Recruit, screen, and support 5k volunteers
- Respond to inquiries from potential 5k volunteers
- Update and maintain volunteer registration web pages via RacePlanner.com
- Help recognize and appreciate 5k volunteers during and after the event
- Provide excellent and thorough communication of duties, timelines, etc. to all volunteers
- Oversee volunteers at each 5k (check-in, t-shirt distribution, direction to station, etc.)
- Solicit and organize volunteer feedback after the events

General Responsibilities:

- Serve as a Girls on the Run role model, exhibiting our core values and working to help achieve the organization's mission
- Develop positive relationships with staff, volunteers, board members, donors, sponsors, participants and community members.
- Other duties as assigned

Knowledge, skills and abilities required:

- Passion for Girls on the Run's mission and vision
- Ability to comprehend and effectively communicate issues surrounding female development, self-esteem, body image and whole-person health
- Excellent organizational, verbal and written communication skills
- Proficiency with Microsoft Word, Excel, PowerPoint, and Google Documents
- Outstanding relationship building skills and the ability to quickly engage potential volunteers
- Ability to recognize strengths in volunteers and manage volunteers effectively, sometimes re-directing volunteers who are not a good fit for a specific position
- Strong attention to detail with the ability to prioritize work
- Ability to work independently and collaboratively as part of a team
- Successful experience with marketing or communication
- Ability to utilize existing and emerging social media platforms
- Must be comfortable speaking in front of individuals or groups
- Understand and embrace diversity and inclusiveness in thought, word and actions
- Capacity to maintain the confidentiality of all Girls on the Run related information
- Ability to travel within assigned territory, using a personal vehicle
- Ability to lift and carry 30lbs
- Applicant must be willing to undergo a comprehensive background check

***The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**

Reports to: Girls on the Run Program Director

This is a seasonal/part-time position. Evening and weekend hours are sometimes required. Vacation black out periods due to program and event schedule may apply.

Estimated time commitment required:

Average 15 hours weekly September- May

**May be required to work more than 15 hours on occasion

(i.e. several weeks in April and May)

Must be available to work Jan. 10th, Feb. 23/24, March 3rd, April 12th, May 7th, 8th, 9th, May 11 and 12.

Must be available to attend a minimum of two Girls on the Run 5k Committee meetings which are held weekday evenings.

Salary range: \$9.25 - \$11.00 per hour + financial bonus for goals achieved

To apply: Please email your resume and cover letter to lisa@girlsontherunsemi.org before Thursday, August 31st. In person interviews will take place the week of September 11th