



PROGRAM COORDINATOR

Position Profile

The Girls on the Run® Program Coordinator (PC) must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades. The Girls on the Run program provides a safe and interactive way to learn about healthy living which includes an introduction and education on important topics such as goal-setting, cooperation, healthy decision-making, and self-respect, while training for a 5K event. The innovative curriculum teaches girls to listen and open up while also encouraging them to commit to a healthy lifestyle, and harness the inner strength that they possess. Our important mission is accomplished by giving girls the tools to make positive choices for a healthy body and mind, while reducing the many risks they face today.

The Program Coordinator reports to the Girls on the Run Program Director. The Program Coordinator is responsible for recruiting new Girls on the Run sites and ensuring quality program delivery at all sites. Some of the key responsibilities falling within these areas include:

Program Outreach

- Implement the Girls on the Run strategic program plan and achieve program goals with respect to number of girls, number of sites and demographic requirements
- Market Girls on the Run program to potential new sites through site visits, site recruitment events, race expos, etc.
- Work with community leaders, schools and other groups to maximize Girls on the Run success
- Manage all new site onboarding

Site Management

- Enforce all current site policies and procedures and generate innovation and improvement as needed
- Manage site visit program, including making visits to current sites during the season and coordinating volunteers to assist with site visits

5K Support

- Along with Executive Director and Race Director, help plan, coordinate the logistics for the 5K specifically focusing on the 5K experience for the program participants
- Research and provide planning and logistics for 5K expansion that will coincide with program growth

Special Event Support

- Assist with program related activities and engagement for Sneaker Soiree and other special events.

Required Skills/Characteristics:

- Passion for GOTR's mission and the ability to comprehend and effectively communicate issues surrounding empowerment, self-esteem, body image and whole-person health.
- Ability to serve as a role model, exhibiting GOTR core values
- Two years experience working in programming and youth development or related field



- Ability to maintain positive relationships with volunteers, board members, community and staff.
- Excellent written communication, research, and organizational skills
- Computer literacy, including Google Docs
- Ability to manage multiple projects at one time and be a tenacious problem solver
- Ability to collaborate with and serve as an engaged member of the GOTR team
- Ability to be flexible, nimble, and gracious
- A desire to go above and beyond what is required of the position in an effort to ensure the success of GOTRSW
- Ability to travel within the GOTRSW region using a personal vehicle
- Ability to lift and carry up to 50 lbs.

Preferred

- Experience with Girls on the Run (or other similar youth, education, or wellness program)
- Experience working with a Board of Directors
- Strong connections within the local community

Position Specifics: Part-time (20 hours per week), must be available a minimum of three times per week between the hours of 3:00-6:00 PM (during GOTR season), busier during GOTR season running from September-November and March-June, slower over holidays and summer, salary position

Vacation blackout periods: Fall 5K (mid-November to early Dec), Spring 5K (early June), Annual Fundraiser (mid March, TBD GOTRSW special events).

This job description materially represents the duties and responsibilities of this position. However, employees may be asked to perform other job-related tasks as assigned by the Executive Director.