



Position Description

Position Title: Program Coordinator
Greater Kalamazoo Girls on the Run

Reports to: Program & Registration Manager/GOTR Director

Exempt Position: NO

POSITION SUMMARY:

Responsible for coordination of the Girls on the Run programs in conjunction with other program staff and volunteers including the recruitment, training, communication to, and support of program sites and coaches.

WORKING CONDITIONS:

Normal working conditions where there is no physical discomfort due to temperature, dust, noise and the like. Occasionally lifts average 50-pound boxes of supplies, materials, etc. to waist high level. Ability to drive plus the availability of a vehicle to use for getting to and from meetings and other events. Valid Michigan driver's license and the ability to obtain necessary auto insurance for the above purposes. Must be able to work a varied schedule when required, including evenings, early mornings and weekends in order to cover the work. Must be able to observe and hear program participants, staff, volunteers, and Council partners across a wide range of settings and interpret that input for the purpose of evaluation, monitoring and program modifications. This is a part-time position working an average of 28 hours per week, 48 weeks per year, with peak hours during critical program periods.

RESPONSIBILITIES:

- Coordinate the organization, coordination and oversight of the operations of Girls on the Run Program including, but not limited to, coach recruitment, screening, selection, and placement. Serve as key staff liaison to the operations committee and attend GOTR operations committee meetings.
- Coordinate GOTR coaches' training identifying panelists, trainers and other necessary volunteers. Work with volunteers to secure training meals/snacks and delivery, and coordinate logistics with training facility staff.
- Serve as the main contact for GOTR site liaisons. Effectively manage key aspects of site coordination and participant registration processes including site application and selection, liaison training and communication, and coordinate participant data entry in conjunction with site liaisons and other program volunteers.
- Coordinate GOTR coaches' meetings and prepare agendas, information and meeting notes.
- Sends weekly communication to GOTR coaches during the season.
- Coordinate and oversee Team Adelaide and coaching substitutes during the GOTR season. Work appropriately to support coaches and troubleshoot as needed.
- Assist with Heart & Sole Operations as needed to support the Heart & Sole program.
- Assist in coordinating fundraising events as needed to support the GOTR program. Work with committee to plan event details when needed.
- Identify and secure facilities for Greater Kalamazoo GOTR as requested.
- Work with other staff in the development of multimedia tools as needed.
- Form trusting and productive working relationships with volunteers and the GOTR Council.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree or equivalent 2 or 3 years of relevant program management experience and knowledge.
- Must display a personal passion for the mission of GOTR and be a role model for health, wellness and self-esteem.
- Able to present convincingly GOTR program offerings and possess a depth of knowledge, or a willingness to learn, about the GOTR program and philosophy.
- Ability to interact effectively with other staff, community leaders, school personnel, volunteers, parents, children and program funders.
- Ability to recruit, screen, train and motivate community-based volunteers.
- Excellent project management, communication (written, oral and presentation), collaboration and organizational skills.
- Ability to multi-task in a high volume environment.
- Outstanding relationship building skills and ability to respond quickly and empathically to volunteer coaches and sites, and generate win-win solutions.
- Composure under stress and willingness to assume responsibility for delivering organizational commitments.
- Ability to travel within assigned territory, using a personal vehicle.
- Computer competence, including but not limited to: Microsoft Office programs, data management and email.
- Ability to lift and carry up to 50 lbs.
- Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.
- Understands and embraces a healthy lifestyle in thought, word and actions. Exemplifies these values.
- Previous experience with the Girls on the Run programs and existing relationships within the Greater Kalamazoo Area running community preferred.

Position Specifics: Hourly position. In addition to traditional office hours, the Program Coordinator is expected to work occasional weekends and evenings to participate in scheduled events and meetings as the work of the organization requires.

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.

Girls on the Run established and maintains a policy that provides equal employment opportunity for all qualified employees and applicants regardless of the individual's gender (including pregnancy), gender identification, race, color, ethnic or religious background, descent or nationality, religion, height, weight, marital status, age, non-disqualifying handicap, veteran status or sexual orientation.

Application Process - Interested candidates must submit a letter of interest and current resume for consideration. Please submit materials electronically to: Melisa Beeson at melisa@girlsontherunkazoo.org Responses received by Monday, June 12th at noon will receive preferred consideration. **Anticipated Start Date: August 9, 2017**