



PROGRAM COORDINATOR JOB DESCRIPTION

Full-Time non-exempt position

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 Executive Director but will work very closely with the Program and Site Manager. The Program Coordinator is responsible for coordinating and implementing all of the Girls on the Run programs and volunteers. Some of the key responsibilities falling within these areas include:

Volunteer Management and Training 40%

- Work with Program & Site Manager to ensure all program sites are staffed with qualified volunteer coaches
- Manage all aspects of coach training, including Girls on the Run training, CPR & First Aid, and background checks
- Enforce all current coaching policies and procedures while maintaining a positive approach
- Work towards meeting goals and metrics on volunteer requirements and number of volunteers
- Ensure volunteer satisfaction through customer service, stewardship, and maintaining a positive and welcoming environment both written and verbal.
- Assist with coach recruitment tasks as needed

Program Outreach and Site Management 25%

- 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 mailing information packets and follow up
- Work with community members, schools and other groups to coordinate meetings and outreach opportunities.
- Work with Program & Site Manager to coordinate all new and existing sites
- Enforce all current site policies and procedures and generate innovation and improvement as needed

Curriculum/Equipment/Merchandise Management 10%

- Purchase and distribute all materials
- Manage inventory of all materials

Peer-to-Peer Coordination 10%

- Work with the Development and Program Managers to register, support and mail packets out for individual and corporate team fundraisers.



Marketing Management 10%

- Aid in the creation and management of the social media and communications calendar
- Assist with monthly e-newsletter creation and dissemination
- Manage listserv databases

Budget and Administrative 5%

- Work with Program and Site Manager to set the program budget
- In charge of data collection & information management of rosters, girls, numbers & revenue
- Manage all coach files, sites files and other program-related paperwork

Work Environment

- The ability to work from home is required
- Willing and able to travel to sites and meetings throughout San Diego County with own reliable method of transportation.

Required Qualifications

- BA or BS degree
- Passion for Girls on the Run mission and the ability to comprehend and effectively communicate issues surrounding empowerment, self-esteem, body image and whole-person health
- Commitment to supporting our commitment to diversity, equity, inclusion, and accessibility.
- Extremely detailed oriented and organized
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Ability to multitask, prioritize and make efficient decisions
- Excellent Google Workspace knowledge
- Flexible and adaptable to change
- Ability to travel once or twice a year nationally and within San Diego County multiple times a week.
- Physically able to lift 40lbs

Preferred Qualifications

- Database management and data entry experience
- CRM management experience
- Volunteer management experience
- Connections to the local community
- Bilingual

Compensation/Benefits

- Organization laptop and cell phone issued
- Health Benefits (medical and dental partially paid by GOTRSD)
- Life and A&D insurance
- Partial reimbursement for home internet expenses
- Mileage reimbursement
- Flexible work schedule with paid time off

Please send resume and cover letter to [hiring@gotrsd.org](mailto: hiring@gotrsd.org)