



PROGRAM COORDINATOR JOB DESCRIPTION

Job Title: Program Coordinator

Location: Girls on the Run of the Greater Chesapeake Office (Annapolis, MD)

Reports To: Executive Director

FLSA Status: Full Time (40 hours per week)

Girls on the Run is a transformational physical activity-based positive youth development after-school program for girls in 3rd-8th grade. We teach life skills and social emotional learning through a youth development curriculum that includes dynamic interactive lessons and physical activity. The program culminates with the participants completing a community impact project and participating in a celebratory 5K event. Girls on the Run of the Greater Chesapeake (GOTRGC) serves girls in schools and community centers across Anne Arundel County, Baltimore City, Baltimore County, Calvert, Charles, St. Mary's, Kent, Caroline, Queen Anne's, Talbot, Dorchester, Worcester, Somerset and Wicomico Counties.

At Girls on the Run, our core values guide our way, and we stand firm in our commitment to building a world where every person can know and activate their limitless potential. We warmly welcome the participation of any child who identifies as "girl", non-binary, or gender expansive in our programs. We are committed to leveraging our intellectual, financial, and human resources to advance strategies to be inclusive, equitable and accessible to all. We are working to bring diverse voices to the table as we know that unique perspectives strengthen the quality and scope of our organization. We pledge to reflect the communities we engage, not only in appearance, but also through fostering an atmosphere of community connectedness that serves as a model for our girls and other stakeholders.

Position Profile

The Girls on the Run of the Greater Chesapeake Program Coordinator must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades. The ideal candidate will bring a strong entrepreneurial spirit, a creative and visionary mindset, and the ability to adapt to evolving challenges. This role requires exceptional relationship-building skills, a collaborative approach, and a passion for uniting and inspiring others. A commitment to follow-through, high-quality customer service, and living out the Girls on the Run mission and values are essential to success in this position. This role provides pivotal support to the program and outreach events, collaborating with the team to effectively deliver the program, support coaches, and coordinate events throughout the season. This role will also contribute to volunteer management and logistics in partnership with the team for the 5K.

The Program Coordinator reports to the Girls on the Run of the Greater Chesapeake Executive Director.

Some of the key responsibilities falling within these areas include but are not limited to:

Program Outreach and Site Coordination

- 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
- Work with community leaders, schools, and other groups to maximize Girls on the Run success
- Coordinate all new and existing sites
- Schedule and attend volunteer informational meetings at various locations to recruit community coach volunteers including community events and open houses
- Execute current site policies and procedures and generate innovation and improvement as needed
- Ensure all program sites are staffed with qualified volunteer coaches
- Manage coach onboarding, including supporting Girls on the Run training, CPR & First Aid, and background checks
- Assist at coach training events and info nights as needed
- Enforce all current coaching policies and procedures and generate continuous improvement
- Manage inventory and distribution of coach and program curriculum, materials and supplies.

Program / Event Marketing

- Manage marketing resources provided by Girls on the Run International
- Craft and schedule social media content including Facebook, X, LinkedIn, Coaches BAND Group and Instagram
- Create weekly coach newsletters
- Oversee the website content and updates
- Maintain a library of compelling stories, testimonials, and photos to support storytelling
- Maintain event schedule and event communication
- Maintain event material inventory (giveaways, marketing materials, etc.
- Attend outreach and fundraising events

General Responsibilities

- Collaborate with the team in preparation and implementation of the fall and spring end-of-season 5K events as well as fundraising and other events
- Data collection & information management of rosters, girls, numbers & revenue
- Manage all coach files, sites files and other program related paperwork
- Cultivate positive relationships with volunteers, community and staff
- Actively participate in weekly staff meetings, coming prepared and engaging in collective problem-solving
- Other duties as required

Required Qualifications

- BA or BS degree
- Passion for the Girls on the Run mission centric work and alignment with Girls on the Run core values
- Experience in a fast-paced, goal-driven environment
- Education or work experience in youth development and/or nonprofits

- Ability to present GOTR program offerings and possess a depth of knowledge, or a willingness to learn about GOTR program and philosophy
- Strong public speaking skills and written communication skills
- Resilience to handle a dynamic work environment while maintaining quality outcomes
- Outstanding relationship-building skills; ability to respond quickly and professionally to parents, community leaders, volunteer coaches and sites to generate win-win solutions
- An outgoing personality, self-motivation and the ability to work independently and leading groups of volunteers
- Experience in recruiting and supporting volunteers
- Computer competence, including but not limited to: Microsoft 365, data management programs, CRM systems, Google applications, Dropbox, and email.
- Excellent multitasking and prioritization skills, with sound decision-making abilities
- Ability to travel independently throughout the organization's service area using a personal vehicle for site visits or trainings/professional development, and other events.
- Ability to lift and carry up to 35 pounds.
- Comfortable in a hybrid work environment, including remote and in-person work
- Experience with youth or wellness nonprofits including GOTR a plus.
- Able to work 40 hours per week, with availability Monday through Friday during after-school hours to support programming as needed.
- Ability to work independently, yet know when to seek help
- Flexible and adaptable
- Bi-lingual Spanish is a plus
- A well-developed set of "people person" skills

Salary and benefits:

This position is full-time, with a mix of in-office (Annapolis, MD) and remote work. Girls on the Run of the Greater Chesapeake is offering a compensation range of \$40,000 - \$45,000, depending on experience. Occasional evening and weekend work is required. We ask you to provide a resume, cover letter and writing sample to recruitinggotrgc@gmail.com. The application deadline is July 15, 2025.

Please note that a background check will be required.

Job Type: Full-time, Salary range \$40,000 - \$45,000

Benefits: Flexible schedule, Paid time off, 10 Federal Holidays, QSEHRA health benefit, Professional Development Opportunities, Phone Stipend, Simple IRA contribution within first year.