



Job Title: Program Coordinator

Location: Springfield, MO

Reports To: Executive Director

FLSA Status: Part-time, non-exempt

Girls on the Run of Southwest Missouri is a local youth development nonprofit organization dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. We serve about 400 girls a year in Greene and Christian counties.

Girls on the Run believes that all girls and communities should have access to our programs. We strive to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.

POSITION SUMMARY

The Program Coordinator must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades. The best candidate will reflect the mission and values of Girls on the Run and will have strong verbal and written communication skills, attention to detail, excellent relationship building skills, strong follow through and the ability to multitask, prioritize and make decisions. The Program Coordinator is responsible for managing all Girls on the Run programs and volunteers. Some of the key responsibilities include:

Program Outreach and Site Management

- Implement the Girls on the Run strategic program plan and achieve program goals with respect to number of girls and number of sites
- 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
- Enforce all current site policies and procedures and generate innovation and improvement as needed

Volunteer Coach Management and Training

- 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 and generate continuous improvement

Curriculum/Materials Management

- Purchase and distribute all curriculum materials including: coach tubs, coach manuals, healthy snacks and program materials
- Manage inventory and distribution of coach and program curriculum, materials and supplies

Administrative

- Data collection & information management of sites, participants and volunteers
- Reporting of program related data to Girls on the Run International
- Create and update data tracking tools that will provide financial information to develop the program budget

GENERAL RESPONSIBILITIES

- Serves as an ambassador for Girls on the Run, exhibiting Girls on the Run core values
Continuously work to achieve the Girls on the Run mission
- Develop positive relationships with volunteers, parents, participants, board members and other community members
- Provide staff, volunteer, and partnership support during the end of season 5k's
- Any other duties deemed necessary by the Executive Director

REQUIRED QUALIFICATIONS

- 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
- Outstanding communication skills in multiple environments and with a range of audiences
- Proficient in Microsoft Office: Word, Excel and PowerPoint and very comfortable with technology in general
- Flexible and adaptable
- Regular access to a reliable vehicle and ability to travel locally
- Occasional night and weekend availability

PREFERRED QUALIFICATIONS

- BA or BS degree
- Experience in business development, volunteer management or nonprofit sector
- Working knowledge of social media platforms

WAGES & BENEFITS

The Program Coordinator is a 20-25 hour per week, non-benefited, hourly position. Pay rate is commensurate with experience with a range of \$12-\$15/hour.

Submit resumes and cover letters to Trish McAdams at trish@gotrswmo.org. Insert "Program Coordinator" in subject line. Applications will be accepted until the position is filled. Applicants selected for interviews will be contacted after August 1, 2022.