

## Program Coordinator | Council Support Job Posting:

GOTR WestSound is seeking a Program Coordinator | Council Support staff member to join our team. This position supports program planning and execution, as well as general organizational support, including fundraising, community engagement and collaboration, all to enhance the overall strength and effectiveness of the council.

Ideal candidates are highly organized, detail-oriented, comfortable managing multiple priorities, have strong collaboration and communication skills, able to offer strong teamwork qualities, and are passionate about advancing the mission of Girls on the Run.

To apply, please send a Résumé / CV to [jane.duea@girlsontherun.org](mailto:jane.duea@girlsontherun.org).

Also, please share your answers to the following questions in your email.

- + What excites you about this position?
- + How have your previous experiences equipped you to be successful in this role?
- + How does the Girls on the Run mission align with your personal or professional values?
- + What experience, if any, do you have working with or supporting Girls on the Run programs, councils, or systems?

## **PROGRAM COORDINATOR | COUNCIL SUPPORT JOB DESCRIPTION**

**Job Title:** Program Coordinator | Council Support

**Location:** Girls on the Run WestSound

**Reports To:** Executive Director

**FLSA Status:** Part-time (varying 10-20 hours a week), Non-Exempt

### **Organization Summary:**

Girls on the Run WestSound is a local nonprofit organization that operates in agreement with Girls on the Run International and is 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. Our program currently serves Kitsap, Mason and Pierce counties. In fiscal year 2026, over 1050 girls participated in our life changing program. To learn more, visit:

<https://www.gotrws.org/>

### **Position Profile:**

The Girls on the Run WestSound Program Coordinator | Council Support staff role is passionate about and committed to improving the lives and opportunities of girls in 3rd - 8th grades. This position builds relationships with local school and city partners in order to grow programming and reputation in the community and is partially responsible for site and student recruitment, as well as offering in a support role for council operations, events, fundraisers, and community engagement opportunities. Some of the key responsibilities include:

### **Responsibilities:**

- Build connections and relationships with the overall Girls on the Run community and the greater WestSound community.
- Work with the Program Managers to recruit new and continuing program sites for Fall and Spring seasons in alignment with program quality and growth goals. Recruitment occurs through marketing efforts, meetings with school and community leaders, utilizing connections from volunteers, Board Members, families, and more.
- Cultivate relationships through regular communications, appreciation, and organizational partnership opportunities, with school districts, coaches, key site liaisons, community program partners and community members.
- Support participant recruitment for all Programs and support the needs of new and existing sites, conducting site visits to ensure quality program implementation.
- Promote overall program to build awareness of GOTR and Heart & Sole in local communities at community events and school/site meetings.

- Assist with Fall & Spring coach training events, taking the lead in defined areas determined by Program Managers.
- Partner with Program Managers in regular communication and updates for coaches.
- Coordinate shoes and clothing requests from GOTR families, as well as ordering and delivery of items.
- Support Program Managers with team and coach support, as well as site visits and team deliveries.
- Assist with Spring 5K and Fall Site-Based 5Ks, taking the lead in defined areas as determined by Program Managers.
- Collaborate consistently with the Program Team to develop program systems and goals.
- Develop and facilitate engaging presentations for site and participant recruitment, as well as community engagement events.
- Assist with community engagement events, such as fun run events.
- Participate in Strategic Planning for all aspects of the council growth, strength and sustainability.
- Learn and become proficient in GOTR data systems.
- Assist with annual fundraising events, such as the Sneaker Soirée.
- Support the office environment by overseeing the inventory of office supplies.
- Contribute to the overall strength and health of the council, by offering support with time, talent and a strong work ethic, in a variety of tasks as needed.

### **General Team Responsibilities:**

- Actively participate in weekly staff meetings, coming prepared and engaging in collective problem-solving, planning and strategizing.
- Attend Girls on the Run International trainings.
- Participate in and support GOTRI initiatives and task forces as requested.
- Demonstrate a commitment to using the opportunities of this position to make Girls on the Run WestSound a place of belonging.

### **Qualities and Qualifications:**

- Passion for Girls on the Run mission!
- Experience working within teams and as an independent contributor to a shared mission
- Passion for collaboration and bringing people together
- Outstanding communicator in multiple environments and with a range of audiences
- Engaging and authentic relationship builder
- Ability to prioritize and make efficient decisions
- Flexible and adaptable, creative problem-solver
- Ability to lift 40 pounds
- Experience with youth, wellness programs, or nonprofit programming is a plus!

This is a hybrid position. Hours will be a combination of in office, in the community, and via remote work. Because this position regularly travels for site visits, consistent access to reliable transportation, sometimes on very short notice, is required for this position.

At Girls on the Run WestSound, we proudly offer generous and flexible PTO so that our staff can nurture their physical, mental and emotional wellbeing in ways that are personally meaningful to them. Hybrid work environment is a standard, with two in office days / week required. We pride ourselves on a team culture that is collaborative, innovative, and fun. We have an engaged board that works hard and proactively partners with our small but mighty staff.

This hybrid, part-time position, varies 10 - 20 hours per week. Compensation ranges between \$25 - \$28 per hour.