

Girls on the Run®

Position: Program Director for the Suffolk & Western Tidewater Region

Applications accepted October 11-Nov 15, 2026

Position Start Date: ASAP

Organization

Girls on the Run® Hampton Roads (GOTRHR) is a nonprofit 501c3 organization. We inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running. Our after-school program creates a safe place for girls to grow in confidence. They learn to identify and process emotions, set goals, make healthy decisions, and speak up for themselves and others, all while improving their physical health and stamina. These lessons are woven into training for a 5K event and into completing a community impact project. Teams of up to 20 girls meet in schools and community centers and are led by certified volunteer coaches. We aim to serve 2,000 girls per year in 15 cities and counties across Hampton Roads.

GOTRHR is dedicated to being an inclusive and accessible organization. We strive to eliminate barriers to participation, to create programming that engages all girls, and to be intentional about building a team of staff and volunteers that mirrors the communities we serve.

Position Summary

This position requires enthusiastic recruitment and promotion skills with a variety of audiences. The Program Director is responsible for overseeing all aspects of after-school program operations at approximately 20 locations each semester. The position works collaboratively with three other Program Directors (for different regions) and reports directly to the Senior Program Director. The ideal candidate will possess a passion for supporting the social, emotional, and physical health of girls. This position is best suited for individuals who have strong interpersonal and public speaking skills, are highly organized, self-starters, creative, and flexible in the face of the unexpected.

Key Responsibilities

Program Outreach and Site Management

- Establish strategic goals for each season for the number of registered sites and girls
- Develop and execute a marketing plan to achieve strategic goals
- Network with educators to retain the program at existing sites and to expand to new sites
- Provide sites with recruitment materials to maximize enrollment
- Attend community events to engage educators and families.

Coach Management and Training

- Recruit volunteers to ensure all program sites are staffed with qualified coaches
- Coordinate site visits to generate support and continuous improvement of program delivery
- Cultivate volunteer coaches with ongoing gratitude and support

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5817 Wesleyan Drive
Virginia Beach, VA 23455

www.gotrhr.org



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Curriculum/Equipment Management

- Manage distribution of program curriculum supplies and merchandise to your territory

Budget and Administrative

- Utilize Pinwheel CRM software for data collection, rosters, girls, numbers, and revenue
- Utilize Pinwheel CRM software to manage coach records, site records, and other data

Qualifications

- ⇒ Demonstrated, relevant experience in a non-profit or educational organization
- ⇒ BA/BS in a related field OR a passion for the mission with comparable work experience
- ⇒ Strong technological proficiency to navigate an array of web-based software
- ⇒ Strong communication skills in person, by phone, and in writing to a variety of audiences
- ⇒ Ability to effectively communicate about issues pertaining to adolescent development
- ⇒ Occasional availability on evenings and weekends for important outreach events
- ⇒ Ability to adapt in a fast-paced environment, managing multiple priorities and decisions
- ⇒ Ability to lift 25 pounds or more, and to work outside in extreme temperatures
- ⇒ Access to off-site high-speed internet and reliable transportation
- ⇒ Familiarity with Suffolk/Western Tidewater education communities

Work Environment

This is a full-time position based in Suffolk/Western Tidewater. **The office is hybrid**, allowing remote work three days a week and in-office work at Batten University two days per week. The candidate must be locally based to provide hands-on leadership and support to our operations. It includes frequent local travel, with reimbursed mileage, and frequent in-person meetings and events with staff and stakeholders.

Compensation

- Full-time compensation of \$45,000-\$50,000 annually, or \$22 hourly/\$33 hourly overtime
- After three months, 100% Tuition remission for full-time employees in Batten University online graduate degree programs.
- Paid dining hall meals while working on campus
- After three months, access to GOTRHR-paid life insurance, GOTRHR-subsidized medical plan, & self-paid dental insurance.
- After 12 months, IRA contribution matches up to 3%
- Monthly cell-phone reimbursement
- Paid professional development
- Free access to the Batten University fitness center
- 27 paid school/national/GOTRHR holidays each calendar year
- 8 hours PTO accrues monthly for full-time employees

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This document is a position overview but does not state or imply that these are the only duties to be performed by this employee. GOTRHR reserves the right to update, revise, or change the job description and related duties at any time. Discerning candidates should familiarize themselves with our mission, core values, and programs, as described on our website. To apply, submit a completed questionnaire and resume to: Erin Highton, Senior Program Director: erin@gotrhr.org

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Program Director Applicant Questionnaire

A key part of this position is promoting the benefits of Girls on the Run® to educators, volunteers, and parents through emails, letters, and meetings. The purpose of this questionnaire is to gauge your comfort level with written language and to assess your understanding of positive youth development programming. Please use your most authentic writing style without assistance from AI.

1. Write about a role model you had between the ages of 8-14. (3-4 sentences)
2. What do you think is compelling and unique about Girls on the Run that you would highlight when asking a principal to host the program at their school? (3-4 sentences)
3. Tell about a time when you experienced a major setback or disappointment. (3-4 sentences)