



## PROGRAM COORDINATOR JOB DESCRIPTION

**Job Title: Program Coordinator**

**Location: Girls on the Run SE Suburban Pa office - Fort Washington, Pa**

**Reports To: Program Director/Executive Director**

**FLSA Status: Part time 24 hours/week with potential for 32 hr/wk**

### **Position Profile**

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 Girls on the Run Executive Director. The Program Coordinator is responsible for managing all the Girls on the Run programs and volunteers. Some of the key responsibilities falling within these areas 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, 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
- Create content for Coach and Family Newsletters
- Enforce all current site policies and procedures and generate innovation and improvement as needed

### 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/Equipment Management

- Purchase and distribute all curriculum materials including coach boxes, coach manuals, and program equipment
- Manage inventory and distribution of coach and program curriculum, materials, and supplies.



### Budget and Administrative

- Work with Executive Director to develop program budget
- Manage program budget
- Data collection & information management of rosters, girls, numbers & revenue
- Manage all coach files, sites files and other program related paperwork

### 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
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Ability to work in fast-paced setting, prioritize and make efficient decisions
- Excel proficiency
- Flexible and adaptable

### Preferred Qualifications

- Experience with Girls on the Run (or other similar youth or wellness programs)
- Non-profit management experience
- Fundraising experience
- Experience working with a Board of Directors
- Connections to the local community

### **Salary to be discussed**

Benefits:

1-5 years of employment:

10 paid days+ 10 paid Holidays + 5 unpaid days

Some Remote work (required some days in office)

Professional development opportunities

For applicants, email Tracy Ashdale at [tracy.ashdale@girlsontherun.org](mailto:tracy.ashdale@girlsontherun.org).