



Girls on the Run Program Manager Job Posting

Girls on the Run is a transformational physical activity-based positive youth development 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 running games. The program culminates with the girls being physically and emotionally prepared to complete a celebratory 5k running event. The goal of the program is to unleash confidence through accomplishment while establishing a lifetime appreciation of health and fitness. You can find Girls on the Run programs in schools and communities in Cherokee, Clarke, Cobb, DeKalb, Forsyth, Fulton, Gwinnett, Hall and Oconee Counties.

At Girls on the Run, our core values guide our way and we stand firm in our long-standing commitment to building a world where every person can know and activate their limitless potential. We warmly welcome the participation of any child who is a 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. Our headquarters and councils 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 be a reflection of 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 Summary:

Reporting directly to the Program Director and consistent with the mission of Girls on the Run, the Program Manager is responsible for recruitment and retention of program sites and volunteer coaches, and ensuring successful, quality programming through ensuring that teams have everything they need to succeed. This is a full-time position based in the Greater Atlanta area.

RESPONSIBILITIES:

Site Recruitment and Management

- Recruit and manage sites that offer our programs – Girls on the Run and Heart & Sole.
- Develop relationships with schools and community sites to increase and retain program sites and volunteer coaches.
- Support sites in renewing site registration and coach application forms.

- Manage volunteer coach placement for teams.
- Continuously communicate with the Marketing team about coach recruitment needs.
- Coordinate with all sites prior to and during the season to ensure each site is facilitating the program with consistency and providing a high quality experience for participants.
- Be familiar with all compliance issues and guidelines and ensure sites are aware of and adhering to established policies and procedures.

Girls on the Run 5K

- Coordinate coach 5K material distribution – t-shirts, medals, bibs – in partnership with Operations Director.
- Coordinate coach appreciation gifts - sourcing, ordering with Operations Director and distributing at the Girls on the Run 5K.
- Coordinate team transportation requests.

Gear Distribution and Collection

- Manage volunteers with pre- and post-season team gear assembly and disassembly.
- Coordinate the distribution of team gear to coaches prior to season start.
- Ensure all team gear is returned at the end of the season, and follow up as necessary.
- Refine distribution processes to ensure efficiency in distribution and collection of inventory, as needed.
- Communicate participant gear requests to coaches and manage updates in the Pinwheel database.
- Support Operations team in inventory management and supply ordering.

Organizational Support

- Serve as a role model for Girls on the Run, exhibiting GOTR core values and working to achieve the GOTR mission
- Attend and work special events for the organization and/or community events to help raise awareness of organization, or in support of a community partnership as needed.
- Attend and work program events including site visits, info meetings, coach training and the Girls on the Run 5K. Includes some evenings and weekends.
- Develop positive relationships with volunteers, Board members, community members, school personnel and staff

Required Qualifications and Attributes

- 2-5 years' experience working with youth in 3rd through 8th grades.
- Excellent interpersonal skills. Passion for building meaningful relationships with peers, community partners, and donors.
- Enjoy taking initiative and managing multiple tasks and projects at one time
- Strong written and oral communication skills
- Experience delivering presentations/public speaking
- Experience with managing large amounts of data – excel

- Passionate about driving the mission of GOTR
- Reliable transportation
- Available between 2 - 6 p.m. EST most weekdays during the school year

Preferred Qualifications

- Counseling, social work, youth development and/or teaching experience
- Experience with Girls on the Run (or other similar youth development program)
- Spanish language proficiency
- Non-profit experience

The salary range for this position is \$45,000-\$55,000. In addition, Girls on the Run offers an attractive benefits package including professional development funds; retirement plan with employer match; medical, dental and vision insurance; performance-based bonus plan; nine paid holidays and 20-days vacation annually.