



## **Suffolk County Coordinator**

Job Description

**Title:** County Coordinator

**Location:** Suffolk County, Long Island (must reside in Suffolk County)

**Reports to:** Council Director

### **Organizational Summary**

Girls on the Run is a transformational physical activity-based positive youth development program for girls in 3rd-8th grade. We teach life skills through 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.

### **Job Summary**

The Suffolk County Coordinator reports directly to the Council Director and is responsible for the management of GOTR programming and outreach in Suffolk County. The ideal candidate will ensure that each GOTR Long Island site in Suffolk County is following curriculum protocol in a safe, fun environment. This position is home-based with flexible scheduling and has significant professional growth opportunities as the organization expands throughout Suffolk County.

### **Program and Site Management**

- Communicate regularly with Council Director prior to and throughout each season
- Identify and market to new program sites in county and act as primary contact person for the program sites, site liaisons and coaches
- Work with school administrators and PTAs to maximize Girls on the Run success
- Spearhead coach and participant recruitment through program site engagement and community outreach
- Make on-site visits to ensure that the program is being delivered in a manner that is consistent with GOTR mission and goals
- Keep in contact with coaches throughout each season for feedback on their site, team, parents, issues, and supplies needed.
- Enforce all current site policies and procedures and generate innovation and improvement as needed.
- Hold mid-season coaches meeting – discuss 5k logistics and answer any questions that may have arisen during the first half of their season.
- Deliver program shirts.

## **Site Outreach**

- Identify sites where we may be able to expand and/or add a second team.
- Identify potential future sites and recruit new coaches.
- Reach out to target schools within the territory, schedule and attend back to school nights, PTA/PTO meetings.

## **Candidate Qualifications**

- A passion for GOTR and the ability to communicate our mission effectively.
- Strong communication and listening skills, both written and oral.
- Proficient with Microsoft Office, database management and shared file workspace.
- A resourceful nature and a growth mindset
- Detail oriented, organized, and skilled at working independently and collaboratively.
- Work from home with periodic in-person meetings
- Some required evenings and weekends for GOTR events and training sessions.
- This role requires local travel in personal vehicle with mileage reimbursement.
- Passion for empowering girls to recognize and activate their limitless potential!

## **Schedule/Compensation -**

- Flexible schedule, averaging 10-15 hours each week
- \$20-\$24 per hour, depending on experience.
- Mileage reimbursement for travel to/from GOTR sites
- Bonus potential for securing new sites.

To apply for this position, please submit the following to [gotrlongisland@gmail.com](mailto:gotrlongisland@gmail.com)

- A current resume highlighting your experiences and talents
- A letter expressing why you should be considered an optimal candidate for the role of Suffolk County Coordinator for Girls on the Run Long Island.