



Job Title: Operations and 5K Coordinator

Location: Hybrid

Reports to: Executive Director

FLSA Status: Part-Time (25-30 hours/week), Non-Exempt

Salary Range: \$24-\$26/hour depending upon experience

Organizational Summary: Girls on the Run (GOTR) of Silicon Valley is a local nonprofit organization dedicated to inspiring girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running. We are one of nearly 200 GOTR chapters across the US and Canada. Our program creates a safe place for girls to grow in confidence through identifying and processing emotions, goal setting, cooperation, healthy decision-making, and self-respect, while improving their physical health and stamina.

GOTR of Silicon Valley is dedicated to being an inclusive, diverse, equitable and accessible organization. We strive to eliminate barriers to participation, to create programming that engages all communities, to be intentional about staff and volunteer diversity, and to promote a culture of inclusion across the organization.

We anticipate serving close to 2,000 girls in our programs in 2024. The Operations and 5K Coordinator will join our team of six staff members as we work to benefit our community through our mission-driven nonprofit.

Position Summary: The Operations and 5K Coordinator is responsible for planning and executing critical administrative functions and tasks that support Girls on the Run operations, programming, and our end-of-season 5K event in May. Reporting directly to the Executive Director, this position works collaboratively with our program and 5K staff to support the delivery of the highest-quality programs and events for Girls on the Run participants. The ideal candidate will be comfortable engaging in operations and administrative tasks, communicating with key volunteers and community members, as well as hands-on activities with program execution and volunteer management.

Hours will range from 25-30 hours per week, and up to 40 hours in peak periods. Very minimal summer hours from June-August. Work will be a combination of at-home and on-site or in-office for events and logistics planning and set-up. Flexible hours with occasional weekends and evenings.

Key Responsibilities:

5K Event Coordination

- Assist with planning and executing one large 5K event in mid-May of each year
- Assist with venue applications and permits and coordination of supporting agencies
- Manage plan for offsite parking locations; transportation (buses); and external signage
- Work with race committee and key leads, as well as all volunteers needed for the event; create volunteer plan to ensure a safe and successful event
- Work with team to create online registration and other materials for website, race day registration, etc
- Vendor relations – order all items in advance, including tables, water, signage, food, radios, DJ, etc.
- Assist with Team Tables planning and signage at event
- Organize and execute packet pick-up the week before the event
- Assist with management of event set up and break down
- Assist with event wrap-up activities, including volunteer appreciation events and thank you cards

Program Logistics

- Manage facility use requests for program sites
- Manage background checks for all volunteers
- Order program materials and build team supply tubs
- Work with Program Director to plan pick-up/return events and support sites as needed

- Manage site insurance certificates
- Plan, organize, and manage CPR and First Aid Training
- Maintain coach files, coach reference checks, and any required health certifications
- Support returning and new coach online and in-person training, including tracking completion
- Work with Program Director to set up program registration, items needing translation
- Conduct site visits during the season
- Support outreach efforts, including information tables, booths at events, etc.
- Step in as needed to manage program sites, coaches, and support the teams

Operations

- Inventory management for programs and events, organize storage facilities
- Manage general liability insurance policy and ensure that all sites and event locations have additional insured certificates as needed for permits

Other Duties

- Attend and assist with special events
- Additional tasks as assigned by the Executive Director

Qualifications:

Required Qualifications

- 1-4 years of relevant experience
- Critical thinking and strong communication skills, both verbal and written
- Excellent detail management, coordination, and tracking skills
- Proficiency in Google docs/sheets, project management software, and excel
- Ability to work well with a small team and function as a team player on a range of projects
- Ability to work independently on assigned duties
- Ability to acclimate to a changing environment and meet a flexible work schedule
- Reliable personal transportation to travel throughout Santa Clara and Santa Cruz counties
- Must be able to lift up to 30 pounds
- Applicant must be willing to undergo a comprehensive background check
- Passionate about the mission of Girls on the Run

Preferred Qualifications

- Previous experience with Girls on the Run (or another non-profit)
- Connections to local community
- Spanish language proficiency
- Desire to grow career with Girls on the Run of Silicon Valley!

Benefits:

- Hourly rate of \$24-26 based on experience
- Accrued PTO
- 401K plan with employer match
- Educational opportunities for growth and skill building
- Work is meaningful, mission-driven, and rewarding!

To Apply: Please send **cover letter and resume** to jobs@gotrsv.org by December 31st. Be sure to include your name and the job title you are applying for in the subject line.