

# SUSSEX COUNTY COORDINATOR

## Job Description

**Title:** County Coordinator

**Location:** Sussex County (must reside in Sussex County, NJ)

**Reports to:** Program Coordinator

**FLSA Status:** Exempt

## 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 Sussex County Coordinator reports directly to the Program Director to ensure that each GOTRNJN site is following curriculum protocol in a safe, fun environment. This is done with coach trainings, frequent site visits, phone calls and e-mails. This is a bi-annual 28-week position.

## Site Management

- Procure supplies and deliver coach bags at pre-season returning coach meeting.
- Keep in contact with coaches throughout season for feedback on their site, team, parents, issues, and supplies needed.
- Conduct site visits with each team at least once per season to ensure that the program is being delivered in a manner keeping with our mission and goals and that proper drop off/pick up procedures and safety protocols are being followed.
- Complete Facility use forms at in county sites.
- Recruit and train Junior Coaches, place them at a site that will work with their schedule.
- Work with challenging sites by trouble shooting, visiting often, communicating with parents as needed and relaying all information to program director for feedback and assistance.
- Regularly communicate with Program Director prior, throughout and after each season to discuss which sites may need extra support.

- Hold mid-season coaches meeting – discuss 5k logistics and answer any questions that may have arisen during the first half of their season.
- Sort and deliver program shirts.
- Coordinate coaches' schedules to fit program days and times and check in post season regarding the following season including succession planning.

### **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, PTO/HAS meetings.

### **Candidate Qualities**

- 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!

Seasonal Work 14 weeks in spring and 14 weeks in fall 10 hours per week

Pay \$5500 \$250 bonus for securing a new team

For questions or to apply, please send resume and cover letter to:

[info@gotrjn.org](mailto:info@gotrjn.org)