



Girls on the Run Mid Michigan Regional Site Support Personnel Position Description

Organizational Overview and Position Profile

Girls on the Run Mid Michigan (GOTR MM) is a local nonprofit organization that operates in agreement with Girls on the Run International and is dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. We inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum which creatively integrates running. Girls on the Run provides a fun, physical activity based, positive youth development program that includes topics such as goal setting, cooperation, healthy decision making, and self-respect. GOTR MM serves any child who identifies as "girl", non-binary, or gender expansive.

Girls on the Run (GOTR) believes that all girls and communities should have access to our programs. We commit to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff and volunteer diversity, and to promote a culture of inclusion across the organization. Our council currently serves the territory including Genesee, Shiawassee, Ingham, Clinton, and Eaton counties. We plan to serve 700 girls in more than 40 sites this year.

Each Regional Site Support Personnel (RSSP) reports to the Girls on the Run Executive Director (ED). Each RSSP, along with the ED and Council Coordinator (CC) is responsible for supporting the Girls on the Run programs including the 5K at the end of each season, and program volunteers within one of three geographic regions: the Greater Flint Area (Genesee County), the Shiawassee Area (Shiawassee County), and the Greater Lansing Area (Ingham, Clinton, and Eaton counties). Each RSSP is responsible for supporting the program sites that fall within one of these three regions. The RSSP is a flexible position of 5-15 hours per week including evening and weekend work. This position is ideal for someone with strong organizational skills who can take direction and initiative. They will also be expected to work autonomously with a sense of confidence. The responsibilities include but are not limited to:

Program Outreach and Site Support

- Support new and returning site recruitment efforts
- Work with community leaders, schools and other groups to maximize Girls on the Run success
- Support new and existing sites
- Conduct site visits within geographic region during the program cycle, review site visit reports with ED or CC, and follow up on any support needed



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- Enforce all current site policies and procedures and generate innovation and improvement as needed

Curriculum/Equipment Management

- Distribute curriculum materials including: coach boxes, curriculum materials, t-shirts, and program equipment as needed

5k

- Provide support for program sites and coaches leading up to and at the 5k

General Responsibilities

- Participate in one full coach training session (This is a blended model training of online modules and in person instruction time.)
- Represent GOTR at events and expos when appropriate
- Utilize existing community connections for the recruitment of program sites, volunteers, and for fundraising
- Develop positive relationships with volunteers, community, and staff
- Serve as role model for GOTR, exhibiting GOTR core values and mission

Required Qualifications

- 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
- Must be available for events, including but not limited to 5k, volunteer and fundraising events in the evening and on weekends
- Access to reliable transportation
- Technological proficiency to navigate an array of web-based software platforms
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Ability to multitask, prioritize and make independent decisions
- Must be willing to undergo a background check
- Must belong to a community that lies within the geographic region that they are supporting.

Hours

- Hours vary from 5-15 per week
- The program cycle runs March through May. During these months, site visits need to be conducted during practice times, typically on weekdays between the hours of 3:00PM and 6:00PM.



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To support your success, you can expect:

- The opportunity to work with an engaged and motivated Board that works hard and proactively raises funds in partnership with staff.
- Reimbursement for work related expenses including transportation and use of personal technology.

This position starts at \$15.00/hr. This position is remote and requires travel and in-person activities; candidates must reside in Genesee, Shiawassee, Ingham, Clinton, or Eaton County. To apply for any of these three part time positions, email your cover letter and resume with the position title "Greater Flint Regional Site Support Personnel", "Shiawassee Regional Site Support Personnel", or "Greater Lansing Regional Site Support Personnel" in the subject line to Stephanie.mcclintock@girlsontherun.org . Review of resumes will begin the week of February 13, 2023.