Union County Director

The Union County Director for Girls on the Run New Jersey East must be committed to our mission— *"We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running."* And our vision— *"We envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams."*

This position requires a commitment of approximately 5 days per week (Monday-Friday) and is home-based with flexible scheduling. Note that site visits are weekday afternoons and weekend mornings so ideally this candidate has a flexible schedule and reliable transportation. The job requires extensive travel throughout Union County, particularly during fall and spring seasons. This position also travels to other NJ counties in our council territory approximately once per month. The ideal candidate has relationships within Union County. Busy season is February - June for spring and July - November for fall. This position requires approximately 10-12 hours/week depending on the month.

The Union County Director reports directly to the Program Director and is responsible for the management of all GOTR programming and growth in Union County, as well as relationship development with key stakeholders.

Key job responsibilities include:

Program and Site Management

- Communicate regularly with Executive Director & Program 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 community leaders, schools and other community groups to maximize Girls on the Run success
- Spearhead coach and participant recruitment through program site engagement and community outreach
- Coordinate all new and existing sites
- Make on-site visits to ensure that the program is being delivered in a manner consistent with GOTR mission and goals
- Enforce all current site policies and procedures and generate innovation and improvement as needed
- Collect registration information from each site liaison (where necessary)
- Attend 2x/month staff meetings, community events, trainings and 5Ks

- Coordinate GOTR participation in season-ending race

Coach Management

- Ensure all program sites are staffed with qualified volunteer coaches
- Enforce all current coaching policies and procedures and generate continuous improvement
- Communicate regularly with coaches in county regarding trainings, meetings and specific county-related information
- Organize and facilitate coaches' meetings, as needed

Curriculum/Equipment Management

- Prepare coach materials for all sites
- Manage inventory, distribution and storage of coach and program curriculum, shirts, materials and supplies
- Collect curriculum and materials at the end of the season

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
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Ability to multitask, prioritize and make efficient decisions
- Flexible and adaptable; creative problem solving
- Reliable transportation and ability to drive to sites and meetings throughout Union County and the greater area

Preferred Qualifications

- Connections to the local community
- Staff or volunteer experience with Girls on the Run or other youth development organizations
- Background in nonprofit management, marketing, sales and/or community engagement

This is a non-exempt, part-time position with an hourly rate of $31.

To apply for this position, please submit the following **by Thursday, October 15** to girlsontherunnjhr@girlsontherunnj.org:

- A current resume highlighting your experiences and talents.
- A letter expressing why you should be considered an optimal candidate for the role of Union County Director for Girls on the Run New Jersey East.