



## **PROGRAM MANAGER JOB DESCRIPTION (Full Time)**

### **Position Profile**

The Girls on the Run® Program Manager (PM) must possess a passion for and commitment to improving the lives and opportunities of girls in third through fifth grades. The Girls on the Run program provides a safe and interactive way to learn about healthy living which includes an introduction and education on important topics such as goal-setting, cooperation, healthy decision-making, and self-respect, while training for a 5K event. The innovative curriculum teaches girls to listen and open up while also encouraging them to commit to a healthy lifestyle, and harness the inner strength that they possess. Our important mission is accomplished by giving girls the tools to make positive choices for a healthy body and mind, while reducing the many risks they face today.

The Program Manager reports to the Girls on the Run Council Director. The Program Manager is responsible for managing all of the Girls on the Run programs and volunteers. Some of the key responsibilities falling within these areas include:

### Program Outreach and Site Management

- Responsible for implementing the Girls on the Run strategic program plan and achieving program goals with respect to number of girls, number of sites and demographic requirements
- Work with community leaders, schools and other groups to maximize Girls on the Run success
- Market Girls on the Run program to potential new sites
- Facilitate new site application, vetting and onboarding process
- Coordinate all new and existing sites, including registration, recruitment and program delivery
- Enforce all current site policies and procedures and generate innovation and improvement as needed
- Troubleshoot issues that arise at sites
- Oversee program data collection
- Coordinate site evaluations, program evaluations, and coach/parent satisfaction surveys, including dissemination, collection and analysis
- Create weekly parent communication and provide to Head Coaches

### Coach Management and Training

- Recruit, interview and onboard qualified volunteer coaches
- Manage all aspects of coach training, including Girls on the Run training, CPR & First Aid, and background checks
- Enforce all current coaching policies and procedures and generate continuous improvement
- Communicate frequently with coaches, answering questions and providing resources
- Provide ongoing training and resources to coaches through an online platform
- Collaborate with Council Director to generate and execute continuous improvements in volunteer recruitment and management
- Assist coaches in recruiting and organize Running Buddies each season for practice 5Ks and the season ending 5K
- Coordinate a long-term strategic volunteer program to best utilize interested volunteers. In addition to coaches, this volunteer program would utilize volunteers to help with clerical needs, material and coach box preparation, GOTR 5K's and other special events.



### Curriculum/Equipment Management

- Purchase and distribute all curriculum materials including: coach boxes, coach manuals, healthy snacks and program equipment
- Solicit in-kind donations for program materials from local businesses
- Manage inventory and distribution of coach and program curriculum, materials and supplies.

### Budget and Administrative

- Collaborate with Council Director to develop and manage program budget
- Manage data collection & information about rosters, girls, numbers & revenue
- Identify and implement streamlined systems and document retention procedures
- Manage all coach files, sites files and other program related paperwork
- Update website and social media with program information
- Provide support for annual events, such as the Girls on the Run Spring and Fall 5K and our annual spring silent auction fundraiser

### Required Qualifications

- BA or BS degree
- 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)
- Computer competence, including but not limited to: Microsoft Office, data management programs, CRM systems, and email
- Ability to multitask, prioritize and make efficient decisions
- Flexible and adaptable
- Ability to travel locally throughout the Twin Cities, using a personal vehicle
- Ability to lift and carry up to 35 pounds
- Ability to work remotely
- Candidate will be asked to work a varied schedule when required, including some evenings, early mornings and/or weekends

### Preferred Qualifications

- Experience with Girls on the Run (or other similar youth or wellness programs)
- Non-profit program coordination experience
- Experience working with a Board of Directors
- Connections to the local community

### **Position Specifics**

Full-time salaried, salary is commensurate with experience starting at \$38,000, benefits included.

### **Terms and Conditions**

All positions with GOTR are pending a valid background check. This job description materially represents the responsibilities of the position; however, the Program Manager may be asked to perform other job-related tasks not specifically presented in this job description.

### **To Apply**

Email a resume and cover letter to [gotrtwincitieshr@gmail.com](mailto:gotrtwincitieshr@gmail.com) by Monday, May 5<sup>th</sup> at 5:00 p.m.