

Girls on the Run of Central Ohio Inc. – Program Manager Position Description

Girls on the Run Mission: to inspire girls to be joyful, healthy & confident using a fun, experience-based curriculum which creatively integrates running.

Girls on the Run of Central Ohio is a non-profit community-based organization. GOTRCO's mission is to educate and prepare girls for a lifetime of self-respect and healthy living. Our 900+ volunteer coaches mentor over 2,300 young girls (ages 8-14) annually in a 10-week after-school program that combine training for a 5K event with self-esteem enhancing, uplifting lessons.

The Position- The GOTR Program Manager is responsible for executing, developing, and ensuring successful quality GOTR programming throughout Central Ohio. The Girls on the Run® Program Manager must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth 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. Responsibilities include strategic planning, program and volunteer management and development, program evaluation, training and facilitation and event management. The Program Manager reports directly to the Executive Director and works collaboratively with all other staff.

Program Outreach and Site Management:

- ◆ Collaborate with the Executive Director to determine the yearly program schedule maintain updated program and coaching information on the GOTRCO website
- ◆ Implement the Girls on the Run strategic program plan and achieve program goals with respect to number of girls, teams, coaches and demographic requirements
- ◆ Assist Executive Director in developing GOTR site relationships
- ◆ Organize, coordinate and manage all aspects of site recruitment and program implementation.
- ◆ Lead efforts on targeting and implementing new program sites. Conduct presentations with organizations interested in partnering with GOTR of Central Ohio
- ◆ Work with Executive Director to develop and manage program fee assistance policies and procedures.
- ◆ Review and respond to return site applications, and assist with program implementation.
- ◆ Responsible for coordinating and disseminating program related marketing materials
- ◆ Maintain program related updates for website incorporate, including new site information into programming applications i.e. volunteer and other materials
- ◆ Oversee program and participant materials, supplies and paperwork
- ◆ Make on-site visits to ensure the program's quality and consistency.
- ◆ Oversee and manage online and paper program registration and communicate results to parents/guardians and coaches
- ◆ Support registration communication with families including: registration confirmation or lottery status to families via email

- ◆ Communicate and respond to all questions and concerns from parents/families, coaches, and site liaisons in a timely, respectful, and productive fashion to insure a positive experience with Girls on the Run, and consult with Executive Director when necessary
- ◆ Create comprehensive program roster
- ◆ Coordinate all aspects of participant and coach participation in the 5K
- ◆ Promote end of the season 5K to all program sites to encourage participation
- ◆ Implement and oversee all forms of program evaluation. Work with ED to analyze results and develop and implement next steps.
- ◆ Assist Executive Director with the shoe assistance process with specific sites
- ◆ Work with the ED to develop, track, and execute the strategic plan as it pertains to Programming
- ◆ Develop positive, effective, working relationships with school boards, administration, and community youth development organizations
- ◆ Work with social, civic and local organizations to develop partnerships, where appropriate, to cultivate sites and to develop and/or utilize volunteers.
- ◆ Oversee all program logistics such as program and 5k t-shirt packing and pickup, calendar, materials, and marketing
- ◆ Engage, educate, and entrust parents and coaches to the mission and vision of GOTR
- ◆ Coordinate and participate on Team Adelaide for on-site visits to ensure the programs quality and consistency
- ◆ Ensure accuracy of all program related materials
- ◆ Create and maintain inventory of coach box supplies
- ◆ Oversee all RacePlanner data as it pertains to Programming (coach and participant), ensuring accuracy and utilization of all Race Planner functions
- ◆ In coordination with the ED, develop ideas for the extension of GOTR life cycle programming and alumnae engagement (i.e.: Heart & Sole, Summer CAMP GOTR Programming, Coach Development)
- ◆ Enforce all current site policies and procedures and generate innovation and improvement as needed

Coach Management:

- Responsible for developing and implementing effective and successful coach training and meetings
- Organizes, coordinates and manages all aspects of the recruitment and placement of volunteers for program sites and volunteers other GOTR events.
- Oversee and support coach appreciation and retention
- Seeks feedback from sites and volunteers to enhance overall program experience.
- Responsible for developing and providing ongoing coach and parent resources/weekly emails during program season, education, and support with tips/ideas for implementing lessons smoothly and other reminders as needed, pre, during and post season
- Enhance the Team Adelaide program; train and support Team Adelaide Coaches
- Ensure all sites have 2 – 3 well qualified and committed coaches per team, with all requirements met: Girls on the Run in person and online training, CPR & First Aid, and background checks
- Review applications and respond in a timely manner to each one; maintain correspondence with applicant through placement and onboarding
- Assign coaches who do not have a site preference according to geographic and scheduling needs

- Serve as primary contact for coaches by supporting, inspiring and working to retain volunteer coaches through consultation and professional endorsement, trouble-shoot any issues that arise for coaches throughout the season via phone, e-mails, and site visits
- Develop and maintain positive and effective working relationships with coaches and site liaisons
- Review and understand each season's curriculum (GOTR and Heart & Sole) in order to thoughtfully respond to coach/parent questions and create communications
- Provide weekly communication support with curriculum and season information and updates
- Coordinate and support Team Adelaide coach program in which seasoned coaches provide support and site visits for 2-4 sites
- Organize logistics for and co-lead coach trainings, celebrations, and meetings
- Attend 5k committee meetings helping to plan and execute successful culminating events
- Oversee coach materials, online training modules and paperwork
- Research materials for and maintain the closed Girls on the Run of Central Ohio closed Facebook page
- Enforce all current coaching policies and procedures and generate continuous improvement
- Provide backup (personally or via arrangements for a substitute) for any site with an absent coach

Curriculum/Equipment Management

- Purchase and organize the distribution of all curriculum materials including: coach boxes, water bottles, coach manuals, healthy snacks and program equipment. Any additional materials are delivered within 2 business days of receiving request.
- Manage inventory of materials after coach box building for each season.
- Distribute and/or coordinate pick up of coach and program curriculum, materials and supplies.
- Manage inventory and distribution of programming materials including coach manuals, curricula, t-shirts.
- Oversee and insure correct assembly of all needed Coach Boxes
- Oversee and insure return of Coach Boxes at end of season

Budget and Administrative:

- Work with Executive Director to understand, develop and review program budget
- Maintain updated records on program sites, volunteers and GOTR participants, including but not limited to Race Planner
- Prepare all program related seasonal and annual data reports and submit program data to the GOTRI when requested by the deadline required
- Track, analyze, and secure data necessary for grant writing, position papers, and evaluative outcomes
- Work with the ED and Development Director in securing grant applications and funds
- Attends trainings/professional development relevant to duties and responsibilities to enhance capacity.

Required Skills/Characteristics:

- ◆ BS or BA required in the mental health, social work, youth development field. Master's degree preferable.
- ◆ 1-3 years of experience with a Positive Youth Development program, preferred.
- ◆ Must display a personal passion for the mission of GOTR and be a role model for health and self-esteem
- ◆ Strong organizational and project management skills and a desire for autonomy with supervision.
- ◆ Previous experience working with Central Ohio area school districts or schools would be beneficial
- ◆ Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.
- ◆ Experience in creating, executing, and measuring outcomes of strategic plans
- ◆ Adept in evaluation and data management and interpretation
- ◆ Bold visionary and risk taker; experience in program development and implementation
- ◆ Able to convincingly and authentically present GOTR program pedagogy and possess a depth of knowledge, or a willingness to learn, about the GOTR program and philosophy.
- ◆ [Demonstrated ability to interact effectively with community leaders, school personnel, volunteers, parents, families, children, GOTR participants, and program funders.
- ◆ [Demonstrated ability to recruit, screen, train and motivate community-based volunteers that are committed to well-being and empowerment of girls.
- ◆ Excellent project management, communication, collaboration and team participation skills.
- ◆ Experience in volunteer supervision and training facilitation
- ◆ Outstanding relationship building skills and communication skills, including writing, grammar, speaking and presentation abilities. Ability to respond quickly and empathically and generate win-win solutions.
- ◆ Demonstrated ability to remain composed under stress and take personal responsibility for delivering on personal and organizational commitments.
- ◆ Demonstrated ability to work successfully in a fast-paced environment with a sense of urgency.
- ◆ Demonstrated ability to manage multiple tasks simultaneously and work under time constraints, as well as lead others to meet or come in early on time constraints.
- ◆ Demonstrated ability to prioritize and make efficient decisions
- ◆ Flexible and adaptable
- ◆ Strong attention to detail.
- ◆ Ability to travel within assigned territory, using a personal vehicle.
- ◆ Capacity to maintain the confidentiality of all GOTR related information.
- ◆ Computer competence, including but not limited to: website development, Microsoft Office, Data Management, PowerPoint and Gmail email.
- ◆ Successful completion of comprehensive background check.
- ◆ Ability to lift and carry up to 50 lbs.

GOTR Core Value Qualifications:

The ideal candidate will be comfortable independently engaging in both strategic activities as well as taking a hands-on role with regards to program execution and administrative issues.

A Girls on the Run Program Manager honors our core values by always:

- Recognize our power and responsibility to be intentional in our decision making
- Embrace our differences and find strength in our connectedness
- Express joy, optimism and gratitude through our words, thoughts and actions
- Nurture our physical, emotional and spiritual health
- Lead with an open heart and assume positive intent
- Stand up for ourselves and other

Position Specifics: Exempt, Salary: \$40,000. 40 hours per week, QSHERA option for healthcare.

This position reports to the Executive Director directly. Day-time, evening, and weekend hours, are required, according to scheduling demands. Vacation blackout periods include January, early March, mid May-early June, end of August and early September. This job description materially represents the duties and responsibilities of this position. However, employees may be asked to perform other job-related tasks not specifically presented in this job description.

Resumés accepted at gotrcoresumes@gmail.com for candidates meeting or exceeding required education.

*Resumés sent to any other email address will not be placed for consideration.

No phone calls please.