



POSITION DESCRIPTION

Program Manager, Girls on the Run Wyoming

Reports to: Executive Director

Position: Part-time, 30 hours

ABOUT GIRLS ON THE RUN:

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, and to manage the many risks they face today.

POSITION SUMMARY:

The Girls on the Run Wyoming Program Manager must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades. The Program Manager is responsible for managing quality delivery of the Girls on the Run program and serves as the lead on planning and implementation of the program each season. The Program Manager reports to the Girls on the Run Wyoming Executive Director. Some of the key responsibilities falling within these areas include:

Program Outreach and Site Management

- Implement the Girls on the Run strategic program plan and achieve program goals with respect to the number of girls, number of sites, and demographic requirements
- Market Girls on the Run program to potential new sites both locally & throughout WY
- Work with community leaders, schools, and other groups to maximize Girls on the Run success
- Coordinate all Girls on the Run program sites and registration in our 23-county territory
- Coordinate GOTR Camp during summer months
- Enforce all current site policies and procedures, and generate innovation and improvement as needed
- Maintain website and blog seasonal updates

Coach Management and Training

- Ensure all program sites are staffed with qualified volunteer coaches
- Manage all aspects of coach training including GOTR National Coach Training, CPR training, background checks, and site visits
- Coordinate Mid-Season Celebration, coach appreciation activities, and coach newsletter
- Market Girls on the Run program to potential coaches and recruit new coaches each season
- Enforce all current coaching policies and generate continuous improvement

Curriculum/Equipment Management

- Purchase and manage distribution of all curriculum materials including coach boxes, coach manuals, and program equipment to all sites each season
- Coordinate printing and assembly of materials
- Manage inventory and collection of all program supplies

Data Collection/Administrative/Other

- Use evaluation tools (such as surveys) to continually assess the program and needs of sites, participants and their families, and volunteers. Create reports for staff and board based on findings.
- Work with 5k Race Coordinators seasonally to efficiently deliver successful event
- Work with Executive Director to develop and manage program budget

- Manage data collection and information of all sites, participants, and volunteers through the Raceplanner database
- Attend bi-monthly board meetings
- Steward partnership and individual donor relationships with email/ mailing campaign
- Provide support for Girls on the Run special events, office management and fundraising efforts
- Develop positive relationships with volunteers, board members, community members, and staff
- Serve as a role model for Girls on the Run, exhibiting Girls on the Run core values and working to achieve the Girls on the Run mission
- Other duties as assigned by the Executive Director

KNOWLEDGE, SKILLS AND EDUCATION REQUESTED:

- Bachelor’s degree with 2-3 years’ experience in a professional office or nonprofit environment. Equivalent experience and knowledge may be sufficient in certain circumstances.
- Proficiency using personal computers, Microsoft Office (spreadsheets, word processing, email, presentations) and web-based applications and databases
- Excellent project management, communication (written and oral), collaboration and team participation skills
- Excellent organizational skills and ability to effectively prioritize with a strong attention to detail
- Ability and interest in working independently and collaboratively
- Outstanding relationship building skills and the ability to quickly recruit and engage potential and current volunteers
- Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.
- Ability to work a varied schedule, including evenings, early mornings and weekends, when required
- Willingness to travel occasionally for site visits or trainings/professional development and Girls on the Run International sponsored events

WORKING CONDITIONS AND JOB REQUIREMENTS:

Applicant to provide own workspace. Occasional lifting of roughly 35-pound boxes of supplies, materials, etc. to waist-high level. Ability to drive and the use of a vehicle for getting to and from meetings and other events. Possession of a valid driver’s license and the ability to obtain necessary auto insurance for the above purposes.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

This position is in Cheyenne, WY and is part-time, 30 hours/week. Weekend & evening availability may be required due to event schedules. Hours may vary. Salary range from \$1800-\$2200/mo with performance merit evaluation annually.

To apply, drop off or mail 1) cover letter, 2) resume, and 3) list of three references to:

Cindy Bradley
 Girls on the Run Wyoming
 Attn: Program Manager
 229 Storey Blvd Ste B
 Cheyenne, WY 82009

Your cover letter should address your personal interest in this position and Girls on the Run, and whenever possible should focus on details not included in your resume. Resumes will be considered on a rolling basis and, as a result, candidates are encouraged to apply early. Resumes will be accepted until **5:00 p.m., January 31, 2020.**