Girls on the Run Orange County - Program Coordinator

Job Title: Program Coordinator
Location: Orange County, CA
Reports To: Girls on the Run Orange County Board of Directors
FLSA Status: Non-exempt; Part-time ~ 20 hours per week

Girls on the Run International is a national nonprofit organization 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. Through a network of over 200 Councils in 50 states serve 200,000+ girls a year and engage 100,000+ volunteers.

Girls on the Run believes that all girls and communities should have access to our programs. We strive 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.

Position Profile
The Girls on the Run® Program Coordinator (PC) 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.

The Program Coordinator reports to the Girls on the Run OC Board of Directors and Girls on the Run HQ's Director of Council Development, Western Region. The Program Coordinator is responsible for managing all of the Girls on the Run programs and volunteers. Some of the key responsibilities falling within these areas are outlined below.

Responsibilities
This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Program Outreach and Site Management
- Implement the Girls on the Run strategic program plan and achieve program goals with respect to number of girls, number of sites and demographic requirements
- Market Girls on the Run program to potential new sites
- Work with community leaders, schools and other groups to maximize Girls on the Run success
- Coordinate all new and existing sites
- Enforce all current site policies and procedures and generate innovation and improvement as needed

Coach Management and Training

- Ensure all program sites are staffed with 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

Curriculum/Equipment Management
- Purchase and distribute all curriculum materials including: coach boxes, coach manuals, healthy snacks and program equipment
- Manage inventory and distribution of coach and program curriculum, materials and supplies

Budget and Administrative
- Manage program budget
- Data collection & information management of rosters, girls, numbers & revenue
- Manage all coach files, sites files and other program related paperwork

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 develop positive relationships with volunteers, board members, parents, participants, and other community members.
- Ability to work independently
- Ability to multitask, prioritize and make efficient decisions
- Flexible and adaptable
- Proficient in Microsoft Office: Word, Excel and PowerPoint and very comfortable with technology in general
- Regular access to a reliable vehicle and ability to travel locally
- Will require working some nights and weekends, depending on event schedule

Preferred Qualifications
- BA or BS degree
- Experience with Girls on the Run (or other similar youth or wellness programs)
- Non-profit management experience
- Experience working with a Board of Directors
- Connections to the local community

This position is offering $20 - $24 per hour, depending on experience. Girls on the Run International offers a generous PTO plan and a 401k plan with employer match. Due to the seasonal nature of the Girls on the Run program, flexibility in hours is available as approved by the Board of Directors.

Interested applicants should apply online at https://www.girlsontherun.org/Who-We-Are/Work-With-Us. A cover letter is required and should address applicant's experience and fit to job description. The application deadline is August 12, 2020.