



JOB DESCRIPTION

Job Title: Program Development Specialist

Location: Orlando, FL

Company: Girls on the Run

Website: <https://www.gotrcentralflorida.org/>

Compensation Range: \$16-18/hour

Girls on the Run of the Central Florida is a local nonprofit organization that operates in agreement with Girls on the Run International and is 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. At Girls on the Run, our core values guide our way, and we stand firm in our long-standing commitment to building a world where every person can know and activate their limitless potential. We warmly welcome the participation of any child who identifies as “girl”, non-binary, or gender expansive in our programs. We are committed to leveraging our intellectual, financial, and human resources to advance strategies to be inclusive, equitable and accessible to all. Our program currently serves 5 counties in Brevard, Lake, Orange, Osceola, and Seminole including over 130 sites, 650+ girls, and 75+ coaches.

Why YOU should work at Girls on the Run

- Full time position
- 100% Remote – working from home and out in the field
- PTO
- Full Benefits - medical and dental, vision coverage, life insurance, and paid medical leave
- 401k Plan with employer match

Position Summary

Reporting to the Executive Director, the Program Development Specialist is responsible for managing and growing the Girls on the Run programs, sites, and recruit coaches and volunteers. This role will require you to be out working in the community and meeting with key decision makers to develop new sites to host the Girls on the Run program including but not limited to schools, gyms, churches, community center etc.

Some of the key responsibilities falling within these areas include:

Program Development and Site Management

- Implement the Girls on the Run strategic program plan and achieve program goals with respect to number of girls served, number of site locations and demographic requirements
- Manage and support the needs of new and existing sites in our 5 county territory
- Develop, implement and oversee an effective recruitment campaign to increase the number of new sites and teams
- Work with community leaders, schools and other groups to maximize the success of Girls on the Run programming
- Develop, plan and implement end of season 5K events with volunteers, coaches, sites, and Race Committee
- Schedule and attend volunteer informational meetings at various locations to recruit community coach volunteers including community events and open houses
- Enforce current site policies and procedures and generate innovation and improvement as needed

Coach Management and Training

- Implement a successful coach recruitment campaign resulting in a diversified coaching pool
- Manage coach records and training; including Girls on the Run training, continuous education training, CPR & First Aid training/compliance, and background checks
- Oversee and support the needs of coach volunteers

- Maintain relationships with coaches; weekly communication, facilitate coach leadership, coach meetings, site visits, mentor coaches, coach appreciation gifts / thank you notes
- Plan and implement volunteer appreciation events

Curriculum and Equipment Management

- Support in purchasing and distributing curriculum materials including: program curriculum, coach bags, coach manuals, healthy snacks, and program equipment to sites each season
- Manage inventory and collection of program supplies

The Ideal Candidate Will ...

- Be sales minded and comfortable cold calling and requesting an in-person meeting to develop new sites to host Girls on the Run programing
- Goal orientated and outcome driven
- Excellent presentation skills for small to large groups
- Demonstrated skills in volunteer recruitment and management
- Excellent project management, communication (written and oral), collaboration and team participation skills
- Proficiency using personal computers, Microsoft Office (spreadsheets, word processing, email, presentations) and web-based applications and databases
- Volunteer management experience and/or connections to the local community a plus!
- 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
- A dedication to using the opportunities of this position to increase the Inclusivity, Diversity, Equity and Access of Girls on the Run