



## PROGRAM MANAGER JOB DESCRIPTION

**Job Title:** Program Manager

**Location:** Greater Richmond

**Reports to:** Executive Director

**FLSA Status:** Non-Exempt

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 eighth grades. Girls on the Run is a physical activity-based positive youth development (PYD) program that is designed to enhance girls' social, psychological and physical skills and behaviors to successfully navigate life experiences. The program's intentional curriculum places an emphasis on developing competence, confidence, connection, character, caring, and contribution in young girls through lessons that incorporate running and other physical activities. The life skills curriculum is delivered by caring and competent coaches who are trained to teach lessons as intended.

**Girls on the Run of Greater Richmond** is a local 501c3 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 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. 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 in Greater Richmond including, Richmond City, Hanover, Henrico, Chesterfield and Goochland Counties.

### Position Summary

The PM reports to the Girls on the Run Greater Richmond Executive Director. This is a part-time 20 hours a week position with up to 30 hours a week during peak times. After onboarding and training is complete, GOTRGR offers flexible scheduling and remote work as tasks allow (subject to change).

### Responsibilities

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

## Recruitment

- Manage new site recruitment efforts and returning site stewardship
- Meet with new sites for approval and onboarding
- Communicate with sites, coaches and program volunteers to recommit each season

## Coach Management and Training

- Recruit new and returning coaches for each season
- Oversee coach application process, including creating application form in RacePlanner and interviewing all new coaches
- Communicate with all coach applicants regarding application status, next steps, etc.
- Ensure all program sites are staffed with qualified volunteer coaches, including assigning coaches to sites
- Manage all online GOTR Learning Academy systems and requirements for new and returning coaches; ensure coaches have completed required assigned learning
- Plan and facilitate both online and in-person coach training, including location, refreshments, handouts, bin and curriculum sign outs, etc.
- Manage CPR & First Aid online and in-person certification and background checks

## Program Support

- Provide consistent pre- and in-season support to coaches via email, phone and in-person visits
- Plan and facilitate mid-season coach check-in meeting, including securing meeting space, refreshments, handouts, etc.
- Coordinate all site visits; review all site visit reports and follow-up on any support needed
- Manage incident reports submitted from coaches and follow-up as needed
- Enforce all current site policies and procedures and generate innovation and improvement as needed
- Create, distribute and compile results of post-season coach survey

## Communication

- Serve as main programmatic contact and communicate with all site liaisons, principals, and site contacts
- Manage council program communications, including all communications to coaches and parents/guardians and program updates for Council newsletter
- Respond to all questions and concerns from parents, coaches and site liaisons in a timely fashion
- Streamline communications to ensure proper and strategic messaging is in sync
- Create and maintain seasonal timeline communication
- Compose monthly board reports to update board members on coach/site happenings

## Curriculum/Material Management

- Purchase, organize and distribute all coaching materials including: curricula, coach guides, coach shirts and bags, gift cards, program supplies and program shirts for each site
- Manage inventory, distribution and return of coach and program curricula, materials and supplies
- Maintain inventory lists and organization of supplies in Council storage units

### 5K Support

- Serve as 5k Program Lead ensuring communications with coaches, families and site volunteers
- Direct 5K registration process in coordination with Lead Coaches at each site
- Support running buddy registration and assign as needed in conjunction with Volunteer Coordinator
- Manage ordering of medals and 5K shirts for participants and running buddies
- Lead assembly of 5k supplies for teams

### Outside Engagement Opportunities

- Represent GOTR at events and expos when appropriate

### General Responsibilities

- Support the Executive Director as necessary
- Collaborate with and oversee Mission Advancement Coordinator with regards to program related roles and tasks
- Participate in pilots as deemed necessary by International or internally
- Attend Regional and GOTR International trainings as needed
- Develop positive relationships with volunteers, board members, community and staff
- Serve as a role model for GOTR, exhibiting GOTR core values and mission

### **Required Qualifications**

- BS or BA required. Experience in programs management and/or education field preferred
- Must be available during daytime office hours, during program seasons the PM must be available Monday-Friday 2:00-6:00 pm and for weekly staff meetings
- Must be available for signature events, including but not limited to Fall & Spring 5Ks, volunteer and fundraising events (some weekdays and weekends). Vacation blackout periods during key program dates will be in place
- Reliable transportation and the ability to travel within assigned territory, using a personal vehicle
- Technological proficiency to navigate an array of web-based software platforms
- Proficiency with Microsoft Office Suite and Google platforms
- Outstanding communication skills in multiple environments and with a range of audiences
- Relationship builder
- Must be a self- starter and able to self-manage time as much of the role is fulfilled independently
- Ability to multitask, prioritize and make efficient decisions
- A flexible and adaptable team-player with a sense of humor
- Must display a personal passion for the mission of GOTR and the ability to comprehend and support strategic plan
- Understands and embraces a healthy lifestyle in thought, word and actions and exemplifies these values
- Ability to lift and carry up to 50 lbs.
- Must pass background check

This position is offering compensation of \$17/hour with mileage reimbursement.

Interested applicants should send a resume and cover letter to [info@gotr-richmond.org](mailto:info@gotr-richmond.org) Successful candidates will address their excellent project management skills along with their desire to support the growth and the mission of GOTR in their cover letter. Please include "GOTR Program Manager" in the subject line of your email. References required upon request.

Position open until filled, although applications received by July 30<sup>th</sup> will receive preference.

***This position is a non-exempt, part-time position and is based out of the GOTR Greater Richmond Council in Richmond, VA.***