



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

## **VOLUNTEER & EVENTS COORDINATOR JOB DESCRIPTION GIRLS ON THE RUN OF BEXAR COUNTY**

### **Organization Summary**

The Girls on the Run of Bexar County **Volunteer & Events Coordinator** must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grade. The Girls on the Run of Bexar County programs provide a safe and interactive way to learn about healthy living which includes an introduction to 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 they possess. Our 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.

### **Position Profile**

The **Volunteer & Events Coordinator** reports to the Executive Director and is responsible for volunteer coordination in identifying community partnerships, the end-of-season 5K events, community outreach events, and the SoleMates fundraising program.

### **Responsibilities**

Some of the key responsibilities of the **Volunteer & Events Coordinator** include but are not limited to:

#### Volunteer Engagement

- Identify and develop relationships with diverse community organizations, colleges and universities, faith-based organizations, running groups, women's groups, employee resource groups, and other stakeholders to ensure a sense of belonging and broaden representative coach and volunteer involvement with Girls on the Run of Bexar County
- Connect with Girls on the Run of Bexar County's target audiences, including at outreach events and hosting volunteer open houses
- Initiate contact and/or follow-up with volunteers or potential volunteers
- Engage volunteers throughout their tenure, including but not limited to coordinating and hosting volunteer appreciation events
- Organize volunteers to represent Girls on the Run of Bexar County at these events and ensure volunteers have materials and training to speak about the organization



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- Regularly identify and attend community events with the focus on making connections with potential volunteers for both program and 5K, serving as a representative at expo booths, volunteer fairs, etc.
- Ensure all volunteers complete a volunteer application and have valid, clear background checks on file (updated every 2 years)
- Maintain excellent records of all volunteers through Girls on the Run of Bexar County's database

### 5K Volunteer Recruitment and Oversight

Recruit, screen, and place volunteers as needed for the GOTR 5K (event volunteers)

- Work with 5K Director and Team Leads to determine number of volunteers needed in each area
- Coordinate 5K volunteers ensuring appropriate coverage for all 5K duties, from pre-5K preparations through event day clean-up
- Recruit volunteers to fill all needed 5K volunteer positions (motivate and empower other 5K leads to recruit volunteers, market 5K volunteer openings via all avenues) including volunteers from high schools, colleges and universities, corporate teams, etc.
- Respond to all potential 5K volunteer inquiries within 24 hours
- Recognize 5K volunteers during and after the event
- Manage on-site event logistics including set up, execution of schedule and wrap-up; serve as primary point of contact for all vendors and volunteers for duration of event

### SoleMates

- Create awareness of the SoleMates program through informational meetings, marketing, and outreach such as local races, fairs and expos, and community partner events
- Work with Marketing & Social Media Coordinator to ensure marketing materials, including website, social media, and newsletters are updated
- Make initial contact with all new SoleMates as they register
- Send all welcome packages and incentives
- Follow training and progress, lend encouragement and support
- Keep inventory of SoleMates materials (e.g., flyers, tech tees, training guides, welcome packet items, etc.) and work with Executive Director to order supplies, as needed

### General Team Responsibilities & Other Related Duties

Support program delivery during peak seasons by:



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- Completing coach training and visiting sites
- Participating in coach material assembly
- Supporting coach training
- Actively participating in weekly staff meetings, coming prepared and engaging in collective problem-solving
- A commitment to using the opportunities of this position to make Girls on the Run of Bexar County a more inclusive, diverse, equitable, and accessible organization

### **Working Conditions**

- Regular access to a reliable vehicle with ability to travel locally for programming, events, and/or meetings
- Ability to work a varied schedule, including evenings, early mornings and weekends, when required
- Additional hours may be required during critical program periods, occasionally including, evening, weekend, or early morning hours
- Working remotely or from home is an option for some of the hours/tasks
- Willingness to travel occasionally for site visits or trainings/professional development and Girls on the Run events
- Occasional lifting of roughly 35-pound boxes of supplies, materials, etc. to waist high level
- Must submit a Girls on the Run of Bexar County application and pass a background check every two years

### **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
- Work or volunteer experience with races or race-planning events; experience managing events
- Outstanding communication skills in multiple environments and with a range of audiences
- Ability to multitask, prioritize, and make efficient decisions
- Flexible and adaptable
- Self-driven
- Works well individually and on a small team
- BA or BS degree in a related field, or equivalent experience



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- Outstanding relationship-building skills and the ability to quickly engage potential volunteers
- Ability to recognize strengths in volunteers and manage volunteers effectively, sometimes re-directing volunteers who are not a good fit for a specific position
- Proficiency with Microsoft Word, Excel, PowerPoint, Dropbox and Google Documents
- Strong attention to detail with the ability to multi-task in high volume environment

#### **Preferred Qualifications**

- Fluency in Spanish
- Experience with Girls on the Run or other nonprofit
- Connections to the local community or ability to form connections

#### **Compensation and Benefits**

This is a non-exempt, part-time position (15-20 hours per week) offering a compensation of \$15-\$17 per hour, depending on experience. Girls on the Run of Bexar County offers mileage reimbursement, paid at the standard mileage rate. A laptop will be provided for business use. Position is currently remote with in-person tasks required.

#### **To Apply**

Submit cover letter, resume, and references to [jobs@gotrsanantonio.org](mailto:jobs@gotrsanantonio.org).