



GIRLS ON THE RUN OF NORTHWEST INDIANA JOB OPPORTUNITY

Position Title: Volunteer Coordinator

Hours: Part-time; Average of 20 hours per week throughout the year, up to 25-30 hours per week during busiest times; Flexible schedule with some required office hours

Salary: Staff Position; \$15.00 per hour with paid vacation

To Apply: E-mail resume and cover letter to jill.schlueter-kim@girlsontherun.org

Position Profile

The Girls on the Run of Northwest Indiana Volunteer Coordinator 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 Volunteer Coordinator reports to the Program Director and is responsible for coach management and training and general volunteer management. Some of the key responsibilities falling within these areas include:

Coach Management and Training

- Assist Program Director in planning and executing coach trainings, including inventory and distribution of program materials (curricula and supplies) and leading training agenda
- Manage and track coach applications, background checks, non-compete clauses, and CPR certifications in RacePlanner data management system
- Act as the Council's System Administrator for the GOTR Learning Academy: assign, track, and report on e-training modules required for all coaches
- Plan and execute mid-season coach meetings, including logistics, agenda, coach appreciation merchandise, and distribution of program t-shirts
- Coordinate site visits to ensure program quality and consistency and to provide support to coaches
- Manage coach communications, including weekly coach newsletter and Facebook group
- Attend GOTRI National Coach Training

General Volunteer Management

- Work with leadership to ensure that all program and event volunteer needs are being met
- Respond to volunteer inquiries
- Broad oversight of volunteer teams, including Team Adelaide
- Sustain, cultivate, and maintain record of volunteer sources
- Oversight of related website information and marketing materials



Community Outreach

- Assist Program Director in visiting potential new sites that have communicated interest in the Girls on the Run program
- Seek out and cultivate new volunteer sources as needed

Administration

- Be familiar with the GOTRI Operations Manual
- Assist with Council Policies and all aspects of operations
- Learn to utilize RacePlanner data and website management system
- Assist with day-to-day operations of the Council in its entirety, recognizing that the nature of the Program demands focus on certain priorities at crucial times

Required Qualifications

- Demonstrate a strong belief in the mission and core values of Girls on the Run
- Excellent organizational, verbal and written communication skills
- Ability to build relationships with community groups and organizations including willingness to present to such groups
- Ability to work flexibly and collaboratively as part of a team.
- Outstanding relationship building skills and the ability to quickly engage potential volunteers
- Excellent computer skills with proficiency with Microsoft Word, Excel, PowerPoint, Dropbox and Google Documents
- Ability to recognize strengths in volunteers and manage volunteers effectively, sometimes re-directing volunteers who are not a good fit for a specific position
- Strong attention to detail with the ability to multi-task in high volume environment
- Embodies GOTR Core Values of diversity, inclusiveness, optimism, open-heartedness, and health.

Preferred Qualifications

- BA or BS degree
- Experience with Girls on the Run (or other similar youth or wellness programs)