



**Job Title:** Lebanon County Liaison

**Location:** Lebanon County / Remote Work Environment

**Reports To:** Program Director

**FLSA Status:** Contract position

Girls on the Run Lancaster & Lebanon is a local youth development 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. We serve approximately 2,000 girls a year in Lancaster & Lebanon. To learn more about our council visit: [www.gotrlancaster.org](http://www.gotrlancaster.org).

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 SUMMARY**

We're seeking a **Part-Time Contract Lebanon County Liaison** to join our organization. Someone who embodies our team values of authenticity, connection teamwork, collaboration and kindness. This individual is responsible for building relationships in the Lebanon County region, while supporting coaches to ensure quality programming.

This position will report to the Program Director. This is a part-time, contract position and will work approximately 8-10 hours per week. Year-round communication with GOTR staff and coaches will be necessary, but most interaction will be during our fall and spring seasons. The best candidate will passionately reflect the mission and values of Girls on the Run and will live in the local community. They will have excellent relationship building and communication skills, strong follow through, and the desire to mentor and support coaches to ensure quality programming. Majority of responsibilities will take place in Lebanon County.

### **POSITION RESPONSIBILITIES**

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

- Develop positive relationships with volunteers, board members, donors, sponsors, parents, participants, media and other community members in Lebanon.
- Build and sustain new and existing relationships with key stakeholders to meet inclusion, growth and sustainability goals.
- Provide ongoing support to new and existing sites, volunteers and families.
- Support week long summer camp in Lebanon.
- Attend one Lebanon based coach training each fall and spring.
- Conduct team visits within Lebanon County to ensure quality and consistency during each 10-week program.
- Provide appreciation, resources, suggestions, and camaraderie to coaches prior to and/or following site visits.
- Complete community site facility request forms & provide certificates of liability for sites as requested.
- Contact school districts for flyer distribution procedures.
- Pickup coach materials from Lancaster office and coordinate distribution to Lebanon coaches.
- Work with Lancaster program staff team to recruit diverse volunteer coaches for teams.
- Provide high quality experience for volunteers and sites through timely, responsive support to coaches via email, phone and in-person visits, from pre- to post-season.
- Encourage timely submission of all coach applications.
- Communicate with GOTR staff regarding successes, challenges, and ideas for improved quality programming and coach support.
- Any other duties deemed necessary by the Program Director.

#### **POSITION REQUIREMENTS**

- Experience as a GOTR coach or volunteer is preferred.
- Candidates will be required to utilize their personal computer.
- Fluency with MS Office (PPT; Word; Excel).
- Bilingual in English and Spanish preferred.
- Outstanding communication skills in multiple environments and with a range of audiences.
- Ability to multitask, prioritize and make efficient decisions.
- Flexible and adaptable team player.
- Extensive connections to the local community, including communities of color, school administration, and the local business community.
- Outstanding ability to work in collaboration with a diverse group of people – Ability to engage with, listen to, and learn from a broad range of coaches.
- Must live in the Lebanon County.
- Must be available during traditional practice hours (3:00-5:30 for site visits) with regular access to a reliable vehicle and ability to travel locally.
- A 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.
- May require work during nights and weekends.

This position offers a compensation of \$15/hour, for 8-10 hours/week. Mileage for business related travel will be reimbursed at the federal rate (currently .67/mile).

**APPLICATION INFORMATION**

1. Interested individuals should submit the following to [admin@gotrlancaster.org](mailto:admin@gotrlancaster.org)
2. A cover letter expressing why you should be considered as an optimal candidate for the role. Please be sure to highlight how Girls on the Run aligns with your personal and professional values, talents, and experiences.

Preference given to applications submitted before December 31<sup>st</sup>, 2024