



## PROGRAM COORDINATOR JOB DESCRIPTION

**Job Title:** Program Coordinator (Westchester)  
**Location:** New Windsor, NY (Hybrid with residency in Westchester County)  
**Reports To:** Executive Director  
**FLSA Status:** Non-Exempt, part-time (20 hours per week)

### Organization Summary

Girls on the Run Hudson Valley 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. Girls on the Run Hudson Valley serves 2,000 girls yearly throughout 6 Hudson Valley counties in Connecticut. To learn more about our program check out our website: [www.girlsontherunhv.org](http://www.girlsontherunhv.org)

**Position Profile:** We're excited to welcome a Program Coordinator to our team to support our program operations for sites in Westchester County, supporting 5K events, building relationships in the community, and advancing the organization's mission and commitment to inclusion, diversity, equity, and access. This role provides an exciting opportunity for someone who thrives in a fast-paced environment where every day is different, loves solving problems and helping others, and wants to make an impact in their community. The position reports to the Executive Director.

### Key responsibilities include but are not limited to:

#### Program and Site Management

- Implement the Girls on the Run strategic plan to achieve program and 5K event growth goals while monitoring metrics related to sites, volunteers, and girls served
- Engage and inform educators, community members, and families about the program and celebratory 5K experience
- Coordinate new and existing sites in Westchester County
- Serve as a primary point of contact for school staff, volunteers, and parents/caregivers
- Utilize CRM software (Pinwheel) and other project management tools to track and steward site, coach, participant, and other volunteer/partner records

#### Volunteer Recruitment, Management and Training

- Recruit volunteers that mirror the demographics of our community and ensure all program sites are staffed with qualified coaches
- Manage coach and 5K volunteer registration, onboarding, training, supply distribution, engagement, and retention
- Collaborate with Executive Director and NCT trainers to manage coach training, including Girls on the Run training, CPR & First Aid, and background checks
- Coordinate site visits to teams, gather feedback, ensure adherence to policies, and support continuous improvement of program delivery



### Mission Advancement/Organizational Support

- Collaborate with staff to plan and execute end-of-season 5K events (3 per year) as well as special events for participants, families, coaches, volunteers, donors, and community members
- Communicate program impact, upcoming events, and volunteer opportunities via social media and e-newsletters
- Represent GOTR at community events and engage with diverse community organizations and mission-aligned stakeholders
- Provide program reports for board meetings and grant reports, and participate in board committees where appropriate

### **Qualifications**

- Passion for Girls on the Run mission and the ability to effectively communicate issues surrounding empowerment, self-esteem, body image, and whole-person health
- Outstanding communication and relationship-building skills via email, phone, and in person across a range of audiences
- Strong attention to detail while managing multiple projects, prioritizing, and working under time constraints to meet deadlines
- Self-starter that shows initiative, creative problem solving, and a collaborative spirit
- Self-awareness and emotional intelligence to handle sensitive situations with confidentiality and care
- Strong technological proficiency (email, google drive, Canva, database software, task management tools)
- The candidate must be locally based in Westchester County
- Preferred: Experience with youth development programs, volunteer management, and/or experience working with/in schools

### **Compensation & Benefits**

This is a part-time, non-exempt position offering between \$22 - \$26 per hour. Employees are eligible for mileage reimbursements, paid holidays, and a flexible hybrid work environment.

### **How to Apply:**

Please submit your resume and a cover letter to [kim.quimby@girlsontherun.org](mailto:kim.quimby@girlsontherun.org) with the subject line Program Coordinator Application – [Your Name]. We kindly ask that all applications be submitted by January 24, 2025.

Girls on the Run believes that all girls and communities should have access to our programs. We commit 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.