

Girls on the Run Lehigh Valley and Pocono – Program Coordinator, Lehigh Valley



Position Profile

The Girls on the Run® Program Coordinator must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades. Girls on the Run provides a safe and interactive way to learn about healthy living including introductions and education on important topics like goal-setting, cooperation, healthy decision-making, and self-respect. The innovative curriculum gives girls an opportunity to listen and open up while encouraging them to commit to a healthy lifestyle and harness their inner strengths. Girls on the Run Lehigh Valley & Pocono is a 501(c)(3) organization and serves Lehigh, Carbon, Northampton, Monroe, Lackawanna, Luzerne, Pike, Wayne and Wyoming Counties.

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

The Program Coordinator, Lehigh Valley is a full-time, non-exempt position and reports to the Program Director. The Program Coordinator, Lehigh Valley is responsible for implementing Girls on the Run programs and recruiting and training coach volunteers in the Lehigh Valley Area which includes (but not limited to): Lehigh, Carbon and parts of Northampton County. Key responsibilities within these areas include (but are not limited to):

Program Responsibilities:

- Recruit sites, coaches, and participants for area programs
- Assist with managing administrative pieces of program implementation
- Build and foster existing and new authentic relationships with sites, school districts, volunteers, families, program alums, and community members.
- Manage distribution of coach and program curriculum, materials, and supplies for the area with assistance from Operations Manager
- Play a key role at the fall and spring end-of-season 5K events, including working directly with Executive Director and Program Director to coordinate Running Buddies and volunteers
- If applicable, manage sites, coaches and participants for the week-long summer Camp GOTR.

Coach Management and Training:

- Assist with development of effective coach recruitment and retention strategies that result in qualified volunteers that mirror the demographics of our community and girls served
- Assist with management of coach training, including logistics and facilitation
- Assist in supporting coach volunteers and design appreciation initiatives

Program Outreach:

- Attend community events on behalf of the organization to raise awareness of the organization or in support of a community partnership



Position Requirements:

- Experience as a GOTR coach or volunteer is preferred.
- 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.
- Must reside in Lehigh, Carbon or Northampton 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.
- Mileage for business related travel will be reimbursed at the federal rate (currently .67/mile).
- 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.
- Position is remote with some in-person tasks required (office days, staff meetings, Board meetings when required).

Salary/Benefits:

This position is full-time (40 hours/week), offering a salary of \$40,000.

Observed Holidays/Office Closures: Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, December 24th-January 2nd.

Paid Time Off: 1-5 Years of Service - 15 days/year; 6-10 Years of Service - 20 days/year; 11+ Years of Service - 25 days/year.

Healthcare Benefits: Eligible.

Additional Benefits: To be discussed at time of hire.

Application Information: Email to: liz.fones@girlsontherun.org

- Resume
- 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 31st, 2024

updated 11/20/2024