

# Girls on the Run Lehigh Valley and Pocono – Program & Systems Coordinator, Pocono Area



## **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 & Systems Coordinator, Pocono Area is a part-time, non-exempt position and reports to the Program Director. The Program & Systems Coordinator, Pocono Area is responsible for implementing Girls on the Run programs and recruiting and training coach volunteers in the Pocono Area which includes (but not limited to): Monroe, Pike and parts of Northampton County. This position also manages key systems of the organization as detailed below. 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
- 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

## Systems Coordination

- Manage all aspects of GOTR Learning Academy



- Website management
- Coordinate Background Checks
- CPR/First Aid system set-up and tracking
- Emburse system set-up
- GOTR Versary/Coach Appreciation tracking system coordination with Program Team

**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 the Pocono Area (Monroe, Northampton preferred).
- Must be available during traditional practice hours during the program season (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 hybrid with some in-person tasks required (office days, staff meetings, Board meetings when required).

Our team is passionate about supporting each other. We celebrate each other's successes, are quick to lend our help and share our knowledge, we work collaboratively and believe wholeheartedly in the work that we do. In this position, you can expect a work culture that trusts and empowers you to work autonomously with the support of your team when you need it, that appreciates you for who you are as a person not just an employee, and that promotes a healthy work-life balance.

This position is part-time (20 hours/week), offering an hourly rate of \$19/hour. Some evening and weekend availability required to support coach, volunteer and fundraising events. This position is hybrid with some in-person tasks required (office days, staff meetings, bi-monthly Board of Directors meetings when required); however, candidates must reside within the territory served by this position.

**Benefits/Other:**

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

Additional Benefits: To be discussed at time of hire.

Submit cover letter and resume to: Liz Fones, Executive Director, [liz.fones@girlsontherun.org](mailto:liz.fones@girlsontherun.org)

*updated 11/21/2024*