



### **Hunterdon County Director**

The Hunterdon County Director for Girls on the Run New Jersey East must be committed to our mission—*“We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.”* And our vision—*“We envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.”*

This part-time position requires approximately 10-12 hours per week, with the higher end of the range during our program seasons (March-June and August-November). The position is home-based with flexible scheduling, but requires Monday-Friday availability. Program site visits are weekday afternoons and weekend mornings. The job requires extensive travel throughout Hunterdon County and western Morris County, particularly during fall and spring seasons. This position also travels to other NJ counties in our territory approximately once per month.

The Hunterdon County Director reports directly to the Program Director and is responsible for the management of GOTR programming and outreach in Hunterdon County and also supports teams in western Morris County. This position has significant professional growth opportunities as the organization expands in Hunterdon County.

### **Key job responsibilities include:**

#### **Program and Site Management**

- Communicate regularly with Executive Director & Program Director prior to and throughout each season
- Identify and market to new program sites in county and act as primary contact person for the program sites, site liaisons and coaches
- Work with community leaders, schools and other community groups to maximize Girls on the Run success
- Spearhead coach and participant recruitment through program site engagement and community outreach
- Coordinate all new and existing sites
- Make on-site visits to ensure that the program is being delivered in a manner consistent with GOTR mission and goals
- Enforce all current site policies and procedures and generate innovation and improvement as needed
- Collect registration information from each site liaison (where necessary)
- Attend 2x/month staff meetings, community events, trainings and 5Ks

- Coordinate GOTR participation in season-ending race

### **Coach Management**

- Ensure all program sites are staffed with qualified volunteer coaches
- Enforce all current coaching policies and procedures and generate continuous improvement
- Communicate regularly with coaches in county regarding trainings, meetings and specific county-related information
- Organize and facilitate coaches' meetings, as needed

### **Curriculum/Equipment Management**

- Prepare coach materials for all sites
- Manage inventory, distribution and storage of coach and program curriculum, shirts, materials and supplies
- Collect curriculum and materials at the end of the season

### **Required Qualifications**

- 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
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Ability to multitask, prioritize and make efficient decisions
- Flexible and adaptable; creative problem solving
- Reliable transportation and ability to drive to sites and meetings throughout Hunterdon County and the greater area

### **Preferred Qualifications**

- Connections to the local community in Hunterdon County
- Staff or volunteer experience with Girls on the Run or other youth development organizations
- Background in marketing, sales and/or community engagement

To apply for this position, please submit the following to [girlsontherunnjhr@girlsontherunnj.org](mailto:girlsontherunnjhr@girlsontherunnj.org):

- A current resume highlighting your experiences and talents.
- A letter expressing why you should be considered an optimal candidate for the role of Hunterdon County Director for Girls on the Run New Jersey East.