



VOLUNTEER COORDINATOR JOB DESCRIPTION (PT)

Job Title: Volunteer Coordinator
Location: Flexible, work from home options with some weekly required office time
Reports To: Development & Communication Director
FLSA Status: nonexempt hourly

Organization Summary

Girls on the Run of Southeastern Wisconsin is a local nonprofit organization that operates in agreement with Girls on the Run International and 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. Our program currently serves seven counties in Southeastern Wisconsin. Over 2,500 girls per year participate in our life changing program.

The Girls on the Run program provides a safe and interactive way to learn about healthy living which includes an introduction and education on important topics such as goal-setting, cooperation, healthy decision-making, and self-respect, while training for a 5K event. The innovative curriculum teaches girls to listen and open up while also encouraging them to commit to a healthy lifestyle and harness the inner strength that they possess. Our important mission is accomplished by giving girls the tools to make positive choices for a healthy body and mind, while reducing the many risks they face today.

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.

Position Profile

The Girls on the Run® Volunteer Coordinator will join our growing development team. The Girls on the Run® Volunteer Coordinator must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades.

GOTR is dedicated to not only ensuring our staff and volunteers have been trained to understand social context, create positive inclusive environments, and build genuine relationships, but also to ensuring that our staff and volunteers reflect the diverse and vibrant communities and girls we work with.

Therefore, we strongly encourage applications from all backgrounds, including Black and African-Americans, African immigrants, Asian-Americans, Indigenous people, people with disabilities, Latinx individuals, and LGBTQ-identified people.

Some of the key responsibilities falling within these areas include:

Volunteer Management

- Manage the intake process for all volunteers (non-coach) in accordance with Girls on the Run volunteer policies.



- Recruit, manage, and train volunteers for Girls on the Run events including the Sneaker Soiree, 5Ks, Golf Outing and other events GOTR may be represented at.
- Set-up, manage and update recruitment events for volunteers in Pinwheel software adhering to the event deadlines and messaging of GOTR.
- Review and process background checks for all non-coach volunteers in Unique Background Solutions software adhering to Girls on the Run policies and procedures.
- Utilize and manage Asana project management system for all volunteer related tasks and communication to other departments for needed materials and deadlines.
- Lead volunteer communication plan to keep volunteers engaged and aware of opportunities.
- Develop and engage partnership opportunities with community organizations, local clubs, women's groups and businesses to develop volunteer partnerships and introduce GOTR.
- Lead volunteer stewardship program.
- Lead all volunteer communication, registration, and coordination for 5K events, Sneaker Soiree and Golf Outing as well as other volunteer opportunities that may develop.
- Manage the junior board including interviewing, onboarding, communication, expectations setting and guide them throughout their term. Ensure website and marketing materials are updated and accurate.
- Continue to carry out the council's IDEA initiatives.

Required Skills/Characteristics:

- BA or BS degree preferred
- Passion for Girls on the Run's mission and the ability to comprehend and effectively communicate issues surrounding empowerment, self-esteem, body image and whole-person health
- Ability to communicate (verbally and in writing) positively and effectively with peers, volunteers and families from various backgrounds
- Cultural competence to work with, teach, and lead groups of diverse adults and children in respectful, equitable, and inclusive ways; commitment to creating an equitable and inclusive environment in all spaces.
- Self-motivated, capable of working well independently and collectively with limited supervision.
- Ability to multitask, prioritize and make efficient decisions
- Flexible and adaptable
- Computer competence, including but not limited to Google programs and applications, data management programs, email, etc.
- Ability to travel to visit Girls on the Run events around Southeastern Wisconsin several times per season using a personal vehicle.

Preferred Skills/Characteristics:

- Experience with Girls on the Run (or other similar youth, education, or wellness program)
- Non-profit management experience
- Strong connections to the local community
- Volunteer management experience

This job description materially represents the duties and responsibilities of this position. However, employees may be asked to perform other job-related tasks as assigned by the Executive Director.



Schedule Requirements

- This is a part-time, hourly position, approximately 10 hours per week with some flexibility to increase to 20 hours during the months of November and May.
- Flexible schedule, but must have the ability to check emails frequently, attend weekly staff meetings, attend occasional weekend/evening activities such as coach training, Sneaker Soiree, Golf Fore Girls, and the Girls on the Run 5Ks.
- Office hours 2 partial days per week, option to work from home other hours.
- Professional development opportunities and training offered through Girls on the Run International
- No benefits offered.
- Vacation blackout periods: 5K events, Sneaker Soiree, and TBD GOTR special events.

Compensation: Salary range \$20-23/per hour