



POSITION DESCRIPTION

Program Manager, Girls on the Run of Central Illinois

Reports to: Executive Director

Position: Full-time, Exempt, On-site

ABOUT GIRLS ON THE RUN:

Girls on the Run of Central Illinois is a local youth development nonprofit organization 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. We have served over 11,000 girls since 2004 across 15 counties in central Illinois.

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 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.

POSITION SUMMARY:

The Girls on the Run of Central Illinois Program Manager must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades. The Program Manager is responsible for managing quality delivery of the Girls on the Run program and serves as the lead on planning and implementation of the program each season, including two 5k events each year. The Program Manager reports to the Girls on the Run of Central Illinois Executive Director. Some of the key responsibilities falling within these areas include:

Program Outreach and Site Management

- Implement the Girls on the Run strategic program plan and achieve program goals with respect to the number of girls, number of sites, and demographic requirements
- Develop effective marketing strategies that result in increasing the number of new sites each season.
- Work with community leaders, schools, and other groups to maximize Girls on the Run success
- Coordinate all Girls on the Run program sites and registration in our 15 county territory
- Coordinate GOTR Camp during summer months
- Enforce all current site policies and procedures and generate innovation and improvement as needed

Coach Management and Training

- Ensure all program sites are staffed with qualified volunteer coaches
- Manage all aspects of coach training including GOTR National Coach Training, CPR training, background checks, and site visits
- Coordinate Mid-Season Celebration, coach appreciation activities, and coach newsletter
- Work with sites to develop effective coach recruitment and retention strategies
- Enforce all current coaching policies and generate continuous improvement

Curriculum/Equipment Management

- Purchase and distribute all curriculum materials including coach boxes, coach manuals, and program equipment to all sites each season
- Coordinate printing and assembly of materials
- Manage inventory and distribution of coach and program curriculum and supplies

Communications /Administrative/Other

- Assist with council communications such as social media, website, and newsletters
- Use evaluation tools (such as surveys) to continually assess the program and needs of sites, participants and their families, and volunteers. Create reports for staff and board based on findings.
- Work with Executive Director to develop and manage program budget
- Manage data collection and information of all sites, participants, and volunteers through the Pinwheel database
- Provide support for Girls on the Run special events, office management and fundraising efforts
- Develop positive relationships with volunteers, board members, community members, and staff

KNOWLEDGE, SKILLS AND EDUCATION REQUIRED:

- Bachelor's degree with 5-7 years' experience in a professional office or nonprofit environment preferred. Equivalent experience and knowledge may be substituted in certain circumstances.
- 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)
- Excellent organizational skills and ability to effectively prioritize with a strong attention to detail
- Flexible and adaptable
- Effective problem solver
- Data and systems management
- Volunteer management

PREFERRED QUALIFICATIONS:

- Experience with Girls on the Run (or other similar youth or wellness programs)
- Non-profit management experience
- Connections to the local community
- Training and facilitation experience

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

This position is located in Springfield, IL and is full-time, Monday-Friday, 37.5 hours/week. Salary range for this position is \$45,000-50,000, depending on experience.

Benefits include generous vacation time including the week between Christmas and New Year's, sick time, 12 holidays each year (including floating holiday), group health insurance (employer pays 70%), and SIMPLE IRA retirement plan match (up to 3%).

To apply, drop off or mail 1) cover letter, 2) resume 3) (optional) 1-2 samples of recent work you would like to share to:

Jennifer Sublett
Girls on the Run of Central Illinois
Attn: Program Manager Position
907 Clocktower Drive
Springfield, IL 62704

Samples of recent work could include a writing sample such as newsletter article, website, or fact sheet; or a creative sample such as an event flyer, invitation, poster, etc. Your cover letter should address your personal interest in this position and Girls on the Run, and whenever possible should focus on details not included in your resume.

Resumes will be accepted until **5:00 p.m., Friday, December 23, 2022.**