



## Girls on the Run of Northwest Arkansas

### **Organization Description**

Girls on the Run of Northwest Arkansas is a non-profit 501(c)(3) organization whose mission is to educate and prepare young girls for a lifetime of self-respect and healthy living. Much more than a running program, GOTR of NWA is a learning experience which combines training for a 5K event with important life skills lessons designed to encourage positive emotional, social, mental and physical development in 3<sup>rd</sup>-8th grade girls. Since our council's inception in 2004 we have impacted the lives of over 14,000 local NWA girls!

**Position:      Program Director – full time with flexible hours (35)**  
**No Health Benefits, Salary range of 35,000-40,000 per/year**

**Purpose:**        **Ensure fidelity of implementation and quality control of the GOTR program**

Principle Responsibilities include but are not limited to:

- Oversees program delivery and volunteer coaches
- Provide resources, recognition and support to the coaches
- On-site visits to ensure quality delivery of the program
- Train new coaches and ongoing training for coaches (will receive training to appropriately do so)
- Coordinate and develop site liaisons
- Distribute and follow up with site applications, communicating with coaches/site liaisons
- Pinwheel management - set up program registration, coach recruitment and site applications, assign coaches to sites
- Help recruit schools and volunteers
- Create and distribute all correspondence for registration for the sites
- Create and replenish coach bags
- Administrator of GOTR learning academy for online coach training
- Review Coach roster and follow up where needed
- Answer inquiries from interested parents, schools and volunteers
- Coordinate online registration process for the sites
- Send pictures to Marketing Director to Instagram and Facebook
- Locating snack sponsorships for the team sites

Additional Responsibilities -

- Reports to the Executive Director
- Prepare monthly status report for the Board
- Ability to work some evenings and weekends as needed

### **Minimum Qualifications**

- BA or BS degree

- **Passion** for GOTR's 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)
- Experience building individual and community relationships
- Proficient skills in digital technologies
- Ability to multitask, prioritize and make efficient decisions
- **Ability to work independently and take initiative**
- Ability to be flexible, adaptable and work well with others

### **Preferred Qualifications**

- Experience with Girls on the Run (or similar youth development program)
- Non-profit management experience
- Experience working with volunteers
- Fundraising experience
- Experience working with Board of Directors
- Connections with the local community

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* In the work environments described below, Position requires walking, standing, lifting/carrying (up to 20 lbs.), verbal and written conversation with others, and sitting at desk/workstation and utilizing a computer and telephone for prolonged periods of time, good eye/hand coordination. Vision abilities required by the job include close vision.
- *Work Environment:* Work will be performed in a variety of settings including outdoors, school sites and an office environment. The noise level in the work environment is usually low to moderate.

### **Compensation**

GOTR of NWA offers competitive salary comparable to other non-profits and the rewarding experience of empowering young girls in our community. Annual review with merit raises. Mileage reimbursement is provided per IRS standard rate currently, \$0.54/mile.

**Position is available immediately.**

### **Application Procedure**

Consideration for this position, submit cover letter and resume to:  
[olivia.holt@girlsontherun.org](mailto:olivia.holt@girlsontherun.org)

The successful applicant will be required to pass a routine background check.  
 AN EQUAL OPPORTUNITY EMPLOYER