



9150 Rumsey Rd. Suite A7 • Columbia, MD 21045

Central Maryland

Position Title: Carroll County Coordinator
Reports to: Executive Director
FLSA Status: Non-Exempt
Work Schedule: Part Time; 10 Hours per week to start

Mission Statement:

We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.

Position Summary:

The Girls on the Run of Central Maryland Carroll County (CC) Coordinator must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades. The Girls on the Run program provides a safe and interactive way to learn about healthy living, and 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.

The Carroll County Coordinator reports to the Executive Director(ED) and works closely with the Director of Operations and Program Coordinator, and is responsible for critical administrative functions that support the growth and overall management of Girls on the Run Central Maryland programs and volunteers in Carroll County.

A comprehensive background check is required for all GOTR employees.

Responsibilities:

Program Coordination

- With Executive Director and Director of Operations, oversees GOTR programming in county –
- Communicates regularly with Director of Operations prior to and throughout each season regarding supply needs
- Targets and markets to new program sites in Carroll County and works with other GOTR staff to get new site up and going
- Makes on-site visits to ensure that the program is being delivered in a manner in keeping with the GOTR mission and goals

Volunteer Management

- Work with Program Coordinator and Director of Operations to recruit and retain coaches for sites in Carroll County
- Organize and facilitate CC coaches' meetings as needed
- Work with CC coaches to develop season schedules for each site
- Communicate with CC coaches regarding trainings, meetings and specific county-related information
- Meet with CC Site Liaisons before each season to distribute registration information and marketing materials



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Volunteer Management (continued)

- Work with ED and Director of Operations to conduct a pre-season CC coaches' meeting (including passing out supplies and materials)
- Work and communicate with CC coaches throughout season to ensure the program is running smoothly
- Pick up and deliver program t-shirts to program sites for all participants in Carroll County
- Coordinate Carroll County participation in Spring and Fall season-ending 5k events as needed
- Collect curriculum and materials at the end of the season and return to the GOTR main office

Community Outreach

- In coordination with ED, help facilitate county-specific fundraising initiatives and identify potential sponsors
- Act as liaison with Carroll County Public School administrators and staff regarding program placement in individual schools
- Work with CCPS personnel as needed to identify at-risk girls who might benefit from GOTR
- Share information about financial assistance options with CCPS employees and other human services providers that work with 3rd-8th grade girls

Other:

- Attend and assist with the execution of special events as needed
- Participate in weekly meetings with the Executive Director & team
- Perform other special projects or duties as assigned

Qualifications:

- B.A. or B.S. degree or equivalent work experience required.
- One to two years of experience in a small office or school setting.
- Ability to function as a team player on a range of projects, and also to work independently on assigned duties.
- Excellent organizational skills.
- Outstanding communication skills in multiple environments and with a range of audiences, both internal and external.
- Ability to see projects through from start to finish and meet deadlines with minimal supervision.
- Computer proficiency, to include Microsoft Office, e-mail, and internet skills. Experience with database software is a plus.
- Availability on afternoons, evenings, and weekends to conduct site visits and assist with events.
- 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.

Preferred Qualifications:

- Experience with Girls on the Run (or other similar youth or wellness programs).
- Experience working or volunteering for a non-profit organization.
- Connections to the Carroll County community.



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ADA Requirements

This job operates in a services environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary
- This position requires walking and standing for extended periods of time.
- Intermediate math skills needed to perform calculations including discounts, commissions, formulas, averages, etc.
- Must be able to read diagrams
- Must be able to set-up and move tables, chairs, and other facility equipment
- Must be able to operate and lift A-V equipment
- May be required to walk up and down stairs
- May be required to provide light cleaning
- Ability to lift up to 50 pounds

DISCLAIMER: *This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.*

Updated 9/1/16