



Position Description

Position Title: Program Coordinator
Greater Kalamazoo Girls on the Run

Reports to: Program & Registration Manager/GOTR Director/
CIS Executive Director

Exempt Position: NO

POSITION SUMMARY:

Responsible for coordination of the Girls on the Run program in conjunction with other program staff and volunteers including the recruitment, training, communication to, and support of program sites and coaches. This is a part-time position working an average of 28 hours per week, 48 weeks per year, with peak hours during critical program periods.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree or equivalent 2 or 3 years of relevant program management experience and knowledge.
- Must display a personal passion for the mission of GOTR and be a role model for health, wellness and self-esteem.
- Able to present convincingly GOTR program offerings and possess a depth of knowledge, or a willingness to learn, about the GOTR program and philosophy.
- Ability to interact effectively with other staff, community leaders, school personnel, volunteers, parents, children and program funders.
- Ability to recruit, screen, train and motivate community-based volunteers.
- Excellent project management, communication (written, oral and presentation), collaboration and organizational skills.
- Ability to multi-task in a high volume environment.
- Outstanding relationship building skills and ability to respond quickly and empathically to volunteer coaches and sites, and generate win-win solutions.
- Composure under stress and willingness to assume responsibility for delivering organizational commitments.
- Ability to travel within assigned territory, using a personal vehicle.
- Computer competence, including but not limited to: Microsoft Office programs, data management and email.
- Ability to lift and carry up to 50 lbs.
- Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.
- Understands and embraces a healthy lifestyle in thought, word and actions. Exemplifies these values.
- Previous experience with the Girls on the Run programs and existing relationships within the Greater Kalamazoo Area running community preferred.

Position Specifics: Hourly position. In addition to traditional office hours, the Program Coordinator is expected to work occasional weekends and evenings to participate in scheduled events and meetings as the work of the organization requires.

Application Process - Interested candidates must submit a letter of interest and current resume for consideration. Please submit materials electronically to: Diane Kievit at dkievit@ciskalamazoo.org Responses must be received by Friday, October 21st at 5 p.m. for preferred consideration.

Anticipated Start Date: December 1, 2016

Communities In Schools serves as the fiduciary for the Greater Kalamazoo Girls on the Run. CIS has established and maintains a policy that provides equal employment opportunity for all qualified employees and applicants regardless of the individual's gender (including pregnancy), gender identification, race, color, ethnic or religious background, descent or nationality, religion, height, weight, marital status, age, non-disqualifying handicap, veteran status or sexual orientation.

