



Girls on the Run inspires girls to be joyful, healthy & confident using a fun, experience-based curriculum which creatively integrates running.

Spanish Speaking Program Manager Job Description

Position Profile

The Girls on the Run Greater Houston Program Manager 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 which includes an introduction and education on important topics such as goal-setting, cooperation, health 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, mind, while reducing 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 Spanish speaking Program Manager reports to the Girls on the Run Greater Houston Executive Director. The Program Manager is responsible for managing all Girls on the Run programs and volunteer coaches. 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 number of girls served, number and type of sites recruited, 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 the success of Girls on the Run programming
- Manage and support the needs of all new and existing sites
- 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 trained and qualified volunteer coaches
- Manage all aspects of coach training, including Girls on the Run National Coach Training (NCT), CPR & First Aid certification, and background checks
- Enforce all current coaching policies and procedures and generate continuous improvement
- Work with sites to develop effective coach recruitment and retention strategies
- Oversee and support the needs of all coach volunteers
- Design and implement coach appreciation opportunities

Coach and Site Support

- Serve as primary contact and resource for all volunteer coaches and site liaisons throughout the two program seasons
- Responsible for providing weekly email communication to coaches and site liaisons
- Ensure sites are following all current coaching policies and procedures; coordinate and conduct site visits to ensure program is being executed properly
- Respond to all incoming inquiries from interested sites and coaches; maintain

Program Management

- Purchase and distribute all materials necessary for sites to implement program
- Schedule, manage, and facilitate training for new and returning coaches
- Manage inventory and distribution of coach and program curriculum, materials and supplies
- Order and assemble all team materials for celebration 5K. These include team signs, shirts, race supplies, and coach gifts
- Ensure marketing and registration materials are updated both in print and on website for each season

Budget and Administrative

- Work with Executive Director to develop and manage program budget
- Set up and manage program events, site and coach recruitment campaigns in Pinwheel management system
- Ensure the timely and accurate collection of program data; oversee the information management of team rosters, girls, event and campaign numbers and program revenue
- Oversee and manage all participant financial assistance policies and procedure
- Manage all coach files, sites files and other program related documentation

Qualifications

- Must speak fluent Spanish
- 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 (written and verbal) with a range of audiences
- Ability to multitask, prioritize and make decisions efficiently and with confidence
- Effective problem solver

- Self-motivated with strong attention to detail
- Collaborative with a high degree of flexibility
- Experience with Girls on the Run (or other similar youth or wellness programs) or previous non-profit experience in volunteer/event management preferred but not required or project management experience
- Must be able to lift 35 pound and work physically moving tables and race supplies
- Some weekend and evening work required
- Background check required

COMPENSATION

OUR BUDEGET FOR THIS POSITION IS \$50,000 PLUS BENEFITS

Send resume and cover letter to, resume@gotrgreaterhouston.org by Friday, September 23, ,2022