



Girls On The Run & Trailblazers Program Coordinator Job Description

- Purpose:** The GOTR & Trailblazers Coordinator position is responsible for working with the Health & Wellness Director to create safe and quality programming for youth in our community.
- Responsible To:** Health & Wellness Director
- Compensation & Benefits:** \$15 - \$17/Hour
- The part-time position has a flexible, hybrid schedule with occasional weekends and evenings as program requires.
 - The program has two seasons a year February-May and September-December with an increase in hours before and during seasons.
 - Employee Assistance Program (EAP)
 - Counseling, Financial Planning, School Aged Childcare, Health & Fitness Support
 - Professional Development
 - Child Youth Care Credentialing, CPR/First Aid, ACES, Trauma Informed Care, Developmental Assets & Relationships
- Qualifications:**
- Communication Skills:** Effective verbal and written communication skills. Should be able to adapt communication style to suit different audiences. Effective facilitation skills. Should be able to facilitate group discussions. Attention to detail. Should be able to develop accurate written materials. Action orientated. Should be able to follow up on feedback to ensure positive outcomes.
- Education & Experience:** Bachelor's degree from four-year college or university; or equivalent experience. Must pass a criminal background check. CPR/First Aid certified and Child Youth Care Credential. Must have or be willing to obtain.
- Technical Skills:** Program planning and development. Leading difficult conversations with all ages of people, staff, parents and children ages of 5-18. Ability to effectively present information to top management, public groups and/or board of directors by proxy.
- Essential Duties:**
- Program Outreach and Site Management
- Implement the GOTR & Trailblazers programs and achieve program goals with respect to number of participants, number of sites and demographic requirements
 - Market GOTR & Trailblazers program to potential new sites

- Work with community leaders, schools and other groups to maximize GOTR & Trailblazers success
- Coordinate 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 qualified volunteer coaches
- Manage all aspects of coach training, including GOTR & Trailblazers training, CPR & First Aid, and background checks
- Enforce all current coaching policies and procedures and generate continuous improvement

Curriculum/Equipment Management

- Purchase and distribute all curriculum materials including: coach bags, coach manuals, and program equipment
- Manage inventory and distribution of coach and program curriculum, materials and supplies.

Budget and Administrative

- Data collection & information management of rosters, participants, numbers & revenue
- Manage all coach files, sites files and other program related paperwork

Competencies:

Attendance/Punctuality: Demonstrates reliability by regularly arriving to work on time and by taking breaks in expected periods. Communicates regularly with supervisor. Requests time off according to policy.

Customer Service: Strives to maintain positive internal and external customer service relationships; Represents FFY professionally.

Diversity, Equity, Inclusion and Belonging: Treats others with respect and consideration regardless of their cultural background, status, lifestyle, or position; Exhibits objectivity and openness to others views.

Initiative: Prioritizes and plans assigned activities; Uses time efficiently; Asks for and offers help when needed; Informs supervisor of problems or concerns.

Organizational Support /Ethics: Demonstrates support for Foundation For Youth's Mission and Vision; Follows FFY policies and procedures.

Safety and Security: Demonstrates support for Foundation for Youth's safety manual procedures; Uses equipment and materials properly.

Teamwork: Demonstrates team behavior and willingness to promote a team-oriented environment; Exhibits cooperative attitude while working on all job tasks and willingly assists others; Performs other duties as assigned.

Resume:

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