



Program Coordinator

Type: Full-Time (40 hours per week)

Salary: \$35,000-\$36,000

Start Date: July or August, 2021

Reports to: Program Manager

Organizational Background

Chicago Run is a nonprofit organization that provides young people from Pre-K through high school with inclusive running and physical activity programs. We empower young people with equitable access to physical activity and use running as a catalyst to transform lives. Through the power of sport, we build resilience to stress and trauma and develop social and emotional skills. During the 2019-2020 school year, we reached 16,000 youth participants, from 53 partner schools and sites, located in 34 diverse Chicagoland neighborhoods. We primarily focus programming in under-resourced communities with limited access to physical activity and play.

Equity Philosophy

The need for our work – providing equitable access to inclusive, high quality running & physical activity programming – stems from pre-existing systemic inequities in Chicago communities. Nearly half of all youth in Chicago live in “low child opportunity areas”, meaning they lack access to resources for healthy development. These “low child opportunity areas” are a result of systemic and institutional racism and barriers that impact youth life trajectories and opportunities. Chicago Run is committed to centering equity across all facets of our work to better partner with Chicago communities and create lasting impact and social change. You can read more about our equity philosophy [here](#).

Summary of Job Description

The Program Coordinator will work alongside the Chicago Run Program Team to support in the development and delivery of inclusive running and physical activity programming across the city of Chicago. The Program Coordinator will lead program implementation as a part of their daily schedule and will oversee the maintenance and development of program resources. This role will also provide support related to program pilots and other strategic initiatives aligned with broader organization goals.

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Responsibilities

Program Implementation (70%)

- Lead running and physical activity sessions with early childhood students in the *Little Strides* program and elementary school students in the *Chicago Runners* program during the school day
- Co-lead out-of-school running practices with *Running Mates* teams
- Maintain consistent and high-quality program implementation and serve as role model for participants
- Aid in the development and enhancement of the overall health and wellness environment at schools/sites and implement innovative physical activity
- Make exercise FUN for students and partners!
- Maintain regular communication with partners and site coaches via email, teleconference, phone, and in person
- Help identify and troubleshoot any issues with program delivery

Program Resources (20%)

- Development of new resources (including but not limited to [fitness videos](#), program [activity sheets](#), and other [fitness related tutorials and how-to guides](#)) for both during and out-of-school programs
- Support in the ongoing maintenance and tracking of all program fitness materials and resources for both during and out-of-school programs
- Support Program Director in curriculum development for during and out-of-school programs
- In partnership with leadership team and Evaluation & Systems Manager, support in transitioning to new program database

Other (10%)

- Attend and provide support for Chicago Run fundraising events
- Capture anecdotal program data and highlights
- Support the Program Team and broader staff as needed on additional tasks and projects

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**Qualifications:**

- An ideal candidate has relevant work experience with sport-based youth development programming and/or youth serving organization(s)
- Demonstrates a passion for Chicago Run's mission and advancing youth health and wellness
- Has familiarity and interest in working with youth programs, great enthusiasm for working in Chicago Public Schools and is comfortable working with diverse populations
- Demonstrates a passion for Chicago Run's mission, a commitment to equity in alignment with Chicago Run's [core values](#), and a desire to impact youth health and wellness through equitable, inclusive programming
- Must be able to pass a background check through Chicago Public Schools
- Spanish fluency strongly preferred, not required
- Access to reliable means of transportation to travel to program sites throughout Chicago
- Physical demands include handling the storing, packing, and setting up of program equipment and supplies, weighing up to 25 pounds and climbing up and down stairs
- Has strong communication and organizational skills and is detail-oriented
- Demonstrates basic knowledge with basic software programs, including Microsoft Office
- Thrives in a fast-paced environment and possesses flexibility
- Has strong interpersonal skills and able to build relationships and communicate with a diverse array of stakeholders

Working Conditions

- This is a full-time, 40-hour per week position, and standard hours of operation are M-F, 9A-5P. Occasional morning, evening, and weekend work required as job duties demand.
- *This role will be approximately 75% field based and 25% office based with the option for some remote work. Chicago Run values adaptability and nimbleness and offers opportunities for flexible working arrangements.
- Chicago Run is committed to being an equal opportunity organization, and providing employment opportunities regardless of identity, including race, color, national origin, religion, gender identity, sexual orientation, age, disability status, or veteran status.
- BIPOC, Latinx, and LGBTQ+ individuals are encouraged to apply.

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*Chicago Run staff have been working remotely over the past year due the COVID-19 pandemic, but are starting to safely resume more in-person programming and partnership visits, in response to partner requests as needed, and are beginning to phase back in a return to our office space as well.

To apply:

Send resume and cover letter via email to Veronica Tovar at hr@chicagorun.org. No phone calls please.

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