Girls on the Run Memphis - Program Manager
Councils · Memphis, Tennessee

Job Title: Program Manager
Location: Memphis, TN
Reports To: Executive Director
FLSA Status: Full-Time, Exempt
Salary Range: $19 - $22 per hour

Organizational Summary
Girls on the Run inspires girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. At Girls on the Run Memphis (GOTR), we believe that every girl has limitless potential. GOTR’s youth development program is designed to enhance girls’ social, emotional, and physical skills and behaviors to successfully navigate life experiences.

Girls on the Run believes that all girls and communities should have access to our programs. We strive to eliminate barriers to participation, to create programming that engages all communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.

Girls on the Run Memphis will engage more than 120 coach volunteers and serve approximately 350 girls in 3rd through 8th grade this coming school year across Memphis and Shelby County.

Position Summary
The Girls on the Run® Memphis Program Manager (PM) is a full time team member (40 hrs/week) with a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades. Reporting directly to the Executive Director, the PM is responsible for managing all Girls on the Run® programs and coach volunteers and is eager to collaborate and innovate alongside the Girls on the Run staff and Board of Directors. Some of the key responsibilities falling within these areas include:

Program Outreach and Site Management
- Manage and support the needs of new and existing sites to ensure quality program implementation
- Develop, implement, and oversee an effective recruitment campaign to increase the number of new sites and teams, reflecting the demographics of our community
- Work with community leaders, schools and other groups to maximize the success of Girls on the Run® programming
- Develop, plan, and implement end-of-season 5K events with volunteers, coaches, sites, and Race Committee
• Schedule and attend volunteer informational meetings at various locations to recruit community coach volunteers including community events and open houses
• Execute current site policies and procedures and generate innovation and improvement as needed

Coach Management and Training
• Create and implement a successful coach recruitment campaign resulting in a diversified coaching pool
• Develop effective coach retention strategies that result in a group of engaged and qualified volunteers
• Manage the application and placement process to ensure all program sites are fully staffed with trained volunteer coaches
• Manage all aspects of coach records and training, including Girls on the Run® training, continuous education training, CPR & First Aid training/compliance, and background checks
• Oversee and support the needs of coach volunteers
• Plan and implement volunteer appreciation events

Program Management
• Set up and manage program events, site, and coach recruitment pages in Pinwheel
• Manage administrative aspects of program implementation, including program inventory, registration information, program evaluations, and recruitment applications
• Create and distribute marketing materials for participant recruitment
• Purchase and distribute curriculum materials including, coach boxes, coach manuals, and program equipment
• Manage inventory and distribution of coach and program curriculum, materials, and supplies.
• Ensure the timely and accurate collection of data; oversee the information management of rosters, girls, numbers and evaluations
• Oversee and manage participant financial assistance policies and procedure
• Manage coach files, sites files, and other program-related paperwork

Marketing and Outreach
• Manage the annual social media calendar and assist in content creation and posting on all social media accounts
• Attend community events to raise awareness about our organization or in support of a community partnership
• Attend organization events, including board meetings, site visits, prospective site or coach meetings, coach training, fundraisers

Qualities and Qualifications
• Ability to multitask and work autonomously - a MUST
• Flexible and adaptable team player
• Understanding of the diverse community we serve and passion for our mission
• Task and detail oriented
- 2+ years of program or nonprofit experience
- Confident with technology to manage web-based software platform (training provided)
- Fluency with MS Office (PPT; Word; Excel) and Google Suite
- Skilled in Canva design platform
- Experience with Asana project management (web-based) software
- Experience with Girls on the Run® or other non-profit/start-up experience
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external).

GOTR Memphis Working Environment: Work hours include in-office hours and virtual/remote hours between 10:30 AM- 5:30 PM. Scheduled program site visits occur between 3-5:30 PM throughout the program seasons. Driving to program sites and events across Memphis and Shelby County is required. Events will require some prolonged and irregular hours and will necessitate frequent standing, bending, stair-climbing, and walking as well as the ability to lift/move up to 25 pounds, all in a variety of weather conditions.

Benefits and Compensation: At Girls on the Run Memphis, we support and celebrate one another not only as coworkers, but as people. We proudly offer generous and flexible PTO, so that staff can nurture their physical, mental and emotional wellbeing in ways that are personally meaningful to them. In addition, we provide a comprehensive benefits package including company-subsidized medical and dental coverage, vision coverage, life insurance, paid medical leave, a 401K with an employer match, reimbursement for travel expenses and mileage, professional development opportunities, and provision of a laptop. Employees are eligible for benefits on the first day of the month following the first 30 days of employment.

This is a full time (40 hours/week), non-exempt, hourly role starting at $19 - $22 per hour, depending on experience.