Girls on the Run® Michiana
5k Director

The Organization
Girls on the Run (GOTR) is a life-changing, character development program for girls in 3rd through 5th grade. Our mission is to inspire girls to be joyful, healthy, and confident using an experience-based curriculum that creatively integrates running. The GOTR program provides small group mentoring by volunteer coaches during which girls learn about topics including goal-setting, cooperation, healthy decision-making, positive body image, and self-respect, while training for a 5K event. Learn more at www.girlsontherunmichiana.org.

A 501(c)3, Girls on the Run Michiana is one of over 220 independent councils of Girls on the Run International. The program has grown from serving 12 girls at one school in South Bend in 2011 to serving nearly 800 girls in 50+ schools/sites across St. Joe, Elkhart, and Fulton Counties in 2018. The council serves a diverse mix of sites and holds a commitment to economic and racial diversity as a core value. GOTRM strives to provide a highly supportive, flexible, and fun work environment.

Summary:
The 5K Director ensures a safe and fun, non-competitive, untimed run/walk event that embodies the core values of Girls on the Run. The 5K Director works closely with the entire GOTRM staff and leads the 5K Team. Time required is approximately 1-2 hours/week in the fall, an estimated 5-10 hours/week January – April, and between 20-40 hrs/week in May.

Additional Information:
This is a part-time, non-exempt, hourly position. Pay range is $16-$20/hour depending on experience. The position is estimated to require 250-300 hours/year. Start date is officially July 1, 2018; however the ideal candidate will be available for the 2018 GOTRM 5K on May 12, 2018 as well as be actively involved in the planning of the event from January through May. GOTRM provides a family-friendly work environment, an option to telecommute, flexible work hours, and an apparel allowance. Position will remain open until filled.

RESPONSIBILITIES

Leadership
- Recruit, train, and oversee a fully staffed and operational committee each spring. Edit all 5K Volunteer Team role descriptions, ensure clarity in expectations, provide ongoing leadership, accountability, and support to team.
- Coordinate and lead regular committee meetings (every 2-3 weeks in the 5-6 months prior to the race). Ensure excellent 5K-related communication among all staff and leads and model/maintain positive energy, enthusiasm, and GOTR Core Values.
- Create and distribute all needed planning timelines and ensure committees are on schedule.
- Partner with other GOTR staff to ensure effective 5K-related communication occurs with Girls on the Run coaches, parents, and other stakeholders.
- Provide leadership on 5K day ensuring a positive experience for volunteers, participants, vendors.
- Express gratitude to all 5K team members after the event and ensure all 5K volunteers are appreciated.
Girls on the Run® Michiana
5k Director

Event Planning

- Coordinate all aspects of 5K Event Planning
- Serve as the primary contact for all inquiries related to the Girls on the Run 5K.
- Solidify the date, time, and location of the event and secure approvals from city, Parks Dept., etc.
- Ensure proper insurance, parade permits, and other approvals as necessary. Ensure distribution of resident notifications to all residents along the course.
- Ensure the implementation of a thorough 5K safety and communication plan.
- Created needed documents including committee contact info, planning and day-of-event timelines, and to-do lists.
- Maintain 5K budget and track statistics for the day (e.g., number of participants, shirts, etc.)
- Ensure all 5K materials are inventoried and returned to storage.
- Write thank you notes with photos to vendors, event committee, etc.
- Provide overall statistics to Council Director (# of attendees, notes for next year, etc.)
- Evaluate success of event, take copious notes, solicit feedback from 5K Leads, create plan for following year.

Required Qualifications:

- Knowledge and support of the Girls on the Run mission.
- Previous experience with 5K’s, the GOTR 5K, and/or other event planning.
- Excellent project management, communication, collaboration and team participation skills.
- Outstanding relationship building skills and the ability to quickly engage potential and current volunteers.
- Excellent leadership skills; ability to lead with energy, enthusiasm, and a positive attitude even under stress.
- Flexible and adaptable; ability to manage multiple tasks simultaneously.
- An ability to work up to 10 hours/week Jan.-April and up to 20-40 hours/week in May.
- Proficiency with technology including Microsoft Excel, Survey Monkey, Google Docs, etc.
- Understands, embraces, and exemplifies GOTR Core Values.
- Previous experience with the Girls on the Run program, event management, and working with volunteers.
- Bachelor’s degree

Preferred Qualifications

- 1-2 years of Project Management or Team Lead Experience
- 5K event planning experience
- 1-2 seasons Girls on the Run 5K experience preferred

To Apply:
Contact Council Director Amy Cooper Collier at amy.coopercollier@girlsontherun.org for additional information. Qualified candidates may submit a letter of interest detailing GOTR knowledge/experience, 5K experience, and/or event planning experience. Position is open until filled.