



SPECIAL EVENTS COORDINATOR JOB DESCRIPTION

Position Summary

The Girls on the Run Special Events Coordinator 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 (GOTR) program provides a safe and interactive way to learn about healthy living that includes an introduction and education on important topics such as goal-setting, cooperation, healthy decision-making, and self-respect, while preparing for 5K events. This innovative curriculum teaches girls to listen and speak up while also encouraging them to commit to a healthy lifestyle that harnesses their inner strengths. We accomplish our mission by giving girls the tools they need to make positive choices for a healthy body and mind, while reducing the risks they face today.

The **Special Events Coordinator (SEC)** reports to the Council Director and is responsible for planning 5K events as well as other supporting activities that ensure the success of the Council. The SEC coordinates volunteers who support these one-day events, and manages a committee of volunteers to execute the tasks associated with 5K races as well as other GOTR events in accordance with Council needs. The SEC is also responsible for managing SoleMates, the GOTR adult charity running program. The SEC position is part-time, approximately 20 hours per week, with some travel, evening and weekend hours required.

Qualified candidates should submit a resume and cover letter focused on how this position and the GOTR mission aligns with the candidate's work experience. Application materials should be sent to Julie Salthouse, Council Director at: julie.salthouse@girlsontherun.org by Friday, October 16, 2015. GOTR is an Equal Opportunity Employer.

Core duties and responsibilities include:

5K Race Management

- Develop and maintain a 5K race event work plan with the Council Director and staff, and update as needed.
- Oversee 5K race planning, including event details, securing approvals and permits, establishing road closure notifications, and establishing race day emergency plans.
- Coordinate and oversee all outside vendors and services including but not limited to Police Departments, EMS, timing/scoring, safety barricades, rental companies, entertainment, food and water.
- Oversee race day logistics, including management of volunteers, vendors, committee members and contractors.
- Adhere to guidelines/deadlines from GOTRI for medals, t-shirts, merchandise, and reporting.
- Manage 5K inventory and replenish supplies as needed.
- Work with Council board, staff and committees to evaluate and implement enhancements to race experience.

5K Committee Management

- Work closely with Council Director and staff to identify volunteer needs.
- Oversee recruitment, background checks and training of all event volunteers, and develop and facilitate volunteer training as needed.
- Organize and manage race committee, including recruiting and managing committee members, identifying roles, providing race day orientation and facilitating regular planning meetings.



- Participate in continuous quality control measures by arranging 5K recap meeting(s) with planning committee and/or Council staff immediately following the event.

SoleMates Program Management

- Oversee and develop SoleMates program to increase support for GOTR programming and operation expenses.
- Promote and cultivate relationships in the community to support program growth.
- Maintain detailed records of, and evaluate and report on, SoleMates program to Council Director.

Social Media & Communications

- Develop with the Council Director and staff, and implement, event communications strategies, including promotional materials and advertising.
- Design, maintain, and update 5K webpage, SoleMates webpage, and social media portals.
- Maintain database of 5K participants and volunteers.
- Create official event guide for each 5K and Council events as needed.

Budget & Sponsorships

- Assist in the development & updating of Sponsorship Benefits Package.
- Develop and manage 5K and event budgets and expenses.
- Identify & secure in-kind 5K donations.

Administrative and Development

- Assist in developing and facilitating new coach, returning coach, and mid-season coaches training specific to Council events including the 5K.
- Identify, develop and facilitate community outreach and engagement activities to support program growth.
- Assist in developing and facilitating community and other special events to help promote the Council and support Council growth.
- Assist Council staff with the cultivation and management of Council Ambassadors.

Required Qualifications

- BA or BS degree
- Passion for Girls on the Run mission and the ability to comprehend and communicate vision
- Outstanding communication skills in multiple environments with a range of audiences (internal and external)
- Event management experience, preferably of events for approximately 1000-2000 people
- Ability to delegate and manage volunteer committee members to ensure tasks are completed in a timely manner
- Ability to multitask, prioritize and make efficient decisions
- Flexible and adaptable
- Organized and detail-oriented

Preferred Qualifications

- Experience with Girls on the Run (or other similar youth or wellness programs)
- Nonprofit management experience
- Fundraising experience and/or experience with 5K events
- Connections to the local community with an understanding of how to navigate government and community entities to execute 5K races and other events