

Program Manager

Girls on the Run of the Rockies is seeking a passionate and organized **Program Manager** to oversee the implementation and growth of our transformational programs. This individual will manage day-to-day program operations across a designated territory, ensuring high-quality delivery of the Girls on the Run program. They will serve as the primary contact with site coordinators, volunteer coaches, school staff, and families, while also leading efforts to expand programming and strengthen volunteer engagement year-round.



Roles & Responsibilities

→ Program Management

- ◆ Oversee all aspects of program delivery at current sites, ensuring quality of the Girls on the Run curriculum and positive participant experiences.
- ◆ Build strong, supportive relationships with site coordinators, volunteer coaches, and school/community partners.
- ◆ Manage site setup and logistics, including registration, scheduling, and ongoing communications.
- ◆ Communicate effectively with coaches, parents and site coordinators, including ongoing responses to inquiries from coaches and caregivers and through scheduled information through program season.
- ◆ Conduct site visits to ensure program quality and provide support.
- ◆ Oversight and coordination of all curriculum materials, including ordering and inventory of materials.

→ Program Expansion & Outreach

- ◆ Identify and recruit new program sites within the assigned territory.
- ◆ Cultivate relationships with schools, districts, and community organizations to build program awareness.
- ◆ Represent Girls on the Run at outreach events.
- ◆ Support efforts to increase program accessibility and equity in underrepresented communities.

→ Volunteer Recruitment & Stewardship

- ◆ Develop and implement a year-long volunteer recruitment and stewardship campaign.
- ◆ Collaborate with the marketing/communications team to promote volunteer opportunities through multiple channels.
- ◆ Train, onboard, and retain volunteers, with a focus on cultivating a diverse and inclusive coaching pool.
- ◆ Communicate, schedule and organize volunteer needs including in-office opportunities, community events and 5K.
- ◆ Organize volunteer appreciation activities and recognition initiatives.
- ◆ Maintain accurate volunteer records and ensure timely communication.

What You Bring to the Role

- BA or BS in nonprofit, education, social work or similar field preferred
- 3+ years professional experience
- Passion for Girls on the Run with a growth mindset
- Strong written and verbal communication skills
- Comfortable speaking in front of small and medium size groups
- Some experience with spreadsheets/formulas preferred
- The ability to engage and inspire volunteers, staff, and community members
- Experience in recruiting, training, and retaining volunteers or staff preferred
- Strong attention to detail and accuracy in data management
- Ability and willingness to work some nights and weekends
- Ability and willingness to lift 50 pounds

Why Join Our Team

Girls on the Run envisions a world where all girls know and activate their limitless potential and are free to boldly pursue their dreams. Girls on the Run is changing the narrative of what it means to be a girl and shifting the way girls see themselves and their opportunities. Our mission is to inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum which creatively integrates running. We teach girls that they deserve to be heard, to celebrate what makes every girl special, and that they each have strengths and skills that are valuable across many contexts. It is our goal that girls learn to dampen societal noise telling them how to act and who they should be and we believe these girls will change the way the world views women and their contributions.

Girls on the Run of the Rockies has served over 60,000 girls along the Front Range since 2005 and has worked with thousands of volunteers who believe in our mission. We are passionate about the work we do and supporting girls in Colorado. Girls on the Run of the Rockies is a 501(c)(3) nonprofit organization that typically works with over 300 schools, 1,000+ volunteers, and 5,200+ girls annually.

GOTR Inclusion & Diversity

At Girls on the Run, our core values guide our way. We are deepening our ongoing and continual commitment to building a world where every person can know and activate their limitless potential. We value the dignity and humanity of all people and are dedicated to being an inclusive, diverse, equitable, and accessible organization.

Salary Range

\$55,000 - \$65,000

Benefits

Girls on the Run of the Rockies offers health, vision and dental plans to its employees. Benefits also include short and long-term disability and retirement plan. Benefits start immediately but are based on tenure at the organization. Detailed information on benefits will be provided through the interview process and during your onboarding process. We offer generous PTO accrued monthly as well as office holidays.

Work Environment

Hybrid environment (typically 2 days in the DTC office, 7000 E Belleview, STE 130, Greenwood Village, CO / 3 days remote; may involve more in-office days around peak times of the season). Nights and weekends based on events and meetings.

How to Apply

Please email your resume and cover letter to careers@girlsontherunrockies.org with the subject line: **Program Manager**

Your cover letter should include answers to the following questions:

- What about Girls on the Run's mission resonates most with you, and why?
- Tell us about a moment when you helped someone feel seen, empowered, or inspired.
- What's something you've recently learned that changed the way you work or think?

Priority review will be given to applications received prior to July 21st at 11:59 PM MT.

Frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet qualifications. Girls on the Run of the Rockies encourages you to upend those statistics and apply to this position. We excitedly anticipate your application.