



## PROGRAM COORDINATOR GIRLS RUGBY WASHINGTON



Girls Rugby, Inc., a national 501(c)3 nonprofit organization, is seeking passionate and qualified individuals to join their team in the greater Olympia, WA area. Girls Rugby's mission is to empower girls to reach their potential through sport. Girls Rugby combines non-contact, flag rugby programming for girls in grades 2-8 with a leadership and values-based curriculum which focuses on building confidence, self-esteem, and leadership skills. We are seeking an energetic, entrepreneurial, and self-starting person to develop, implement, and manage our Girls Rugby Washington programs in 2024. This position requires excellent organization, communication and problem-solving skills. Prior experience administrating similar programs is ideal.

The Program Coordinator position is a seasonal contract position running from June 1st, 2024 through November 30th, 2024. The Program Coordinator will be expected to work an average of 5-7 hours/week. The Program Coordinator will report to the Girls Rugby National Office.

### PROGRAM COORDINATOR JOB DESCRIPTION

- Develops, organizes and implements a high-quality Girls Rugby WA program in Olympia, WA.
- Directs and supervises program activities to meet Girls Rugby objectives.
- Expands Girls Rugby programming within the community in accordance with strategic and operating plans, as well as hitting program goals.
- Coordinate and execute a robust marketing plan in order promote and market upcoming Girls Rugby programs.
- Secures, schedules, and prepares athletic fields and facilities. This includes obtaining any relevant permits and field rental costs.
- Recruit volunteer coaches for the season and manage throughout the season so that they are set up for success, such as having relevant materials and resources.
- Coordinate game scheduling and operations for all game days, as well as Family Day.
- Organizes and conducts coach pre and post season meetings.
- Lead weekly meetings with coaches following each Game Day to check-in on improvements for upcoming practices and games.

- Contribute to social media by providing content such as pictures, videos, and write-ups following events and programs.
- Organization of the Girls Rugby Family day at the close of each season.
- Execute season surveys and compile program statistics.
- Organize and coordinate for showcases and activations at events, as needed.
- Develop and maintain collaborative relationships with community organizations.
- Assist in delivering on sponsorship requirements, as needed.
- Respond to all member and community inquiries in a timely manner.
- Monitor and evaluate the effectiveness of each location and participation in programs.
- Collaborate with the Girls Rugby National Office for effective season operations.

## DESIRED QUALIFICATIONS

- Located in or near Olympia, WA
- Minimum age of 18
- Prior supervisory experience or relevant experience (Minimum 1-2 years preferred)
- Marketing or Sales experience preferred (Minimum 1-2 years)
- Ability to be a self-starter and work independently
- Strong working knowledge of Microsoft Office Applications
- Strong organizational, critical thinking and problem-solving skills
- Entrepreneurial and impeccable time-management skills
- Excellent written and verbal communication
- Social media and communications experience desired
- Coaching experience desired
- Experience working with youth
- Passion for youth sports and girls development
- Rugby experience not necessary, but is a plus

## INTERESTED APPLICANTS

To apply, please send your cover letter and resume/CV to [info@girlsrugbyinc.com](mailto:info@girlsrugbyinc.com). Applications will be reviewed on a rolling basis, and position will remain open until filled. The successful candidate will be required to complete and pass a background check before being hired.

Girls Rugby, Inc. is an equal opportunity employer and welcomes all eligible persons to apply.