



## PROGRAM COORDINATOR GIRLS RUGBY PENNSYLVANIA



Girls Rugby, Inc., a national 501(c)3 nonprofit organization, is seeking a passionate and qualified individual to join their team in the Central Pennsylvania area. Girls Rugby's mission is to empower girls to reach their potential through sport. Girls Rugby combines non-contact, flag rugby programming for children 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 Pennsylvania programs starting in Spring 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 for the spring 2024 season, which will span 7-8 months starting in November 2024. The Program Coordinator will be expected to work an average of 5-7 hours/week. The position will report to the Girls Rugby National Office.

### PROGRAM COORDINATOR JOB DESCRIPTION

- Develops, organizes and implements a high-quality Girls Rugby Pennsylvania program.
- 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-season meetings, as well as assists with training for new coaches in conjunction with the National Office.
- 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 Central PA (Harrisburg, Hershey, West Shore, etc.)
- 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 submit application online at [www.girlsrugbyinc.com/careers](http://www.girlsrugbyinc.com/careers) or 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.