PROGRAM COORDINATOR
GIRLS RUGBY CINCINNATI

Girls Rugby, Inc., a national 501(c)3 nonprofit organization, is seeking passionate and qualified individuals to join their team in the greater Cincinnati. Girls Rugby's mission is to empower girls to reach their potential through sport. Girls Rugby combines non-contact, flag rugby programming for athletes 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 Cincinnati season for Fall 2022. This position requires excellent organization, communication and problem-solving skills. Prior experience administrating similar programs is ideal.

The Program Coordinator position is a seasonal position starting approximately June/July 2022 and running through the close of the Girls Rugby Spring Season (October 31st, 2022). The Program Coordinator will be expected to work an average of 5 hours/week and will receive a stipend for their time and work. The Program Coordinator will report to the Girls Rugby National Office.

PROGRAM COORDINATOR JOB DESCRIPTION

- Develop, organize, and implement a high-quality Girls Rugby Cincinnati program.
- Direct and supervise program activities to meet Girls Rugby objectives.
- Expand Girls Rugby programming within the community in accordance with strategic and operating plans.
- Secure, schedule, and prepare athletic fields and facilities. This includes obtaining any relevant permits and field rental costs.
- Recruit volunteer coaches for the season and provide management and oversight, ensuring that they have all materials and resources to be successful in their roles.
- Coordinate scheduling for all game days and Family Day at the end of the season.
- Organize and conduct pre-season coaching meetings and assist with training for new coaches in conjunction with the National Office.
- Work with coaches to determine curriculum delivery, including rugby skills and core values.

- Assist in the marketing and distribution of Girls Rugby program information. This includes the gathering of content for social media, the website, and newsletters sent from the Girls Rugby National Office.
- Develop and maintain collaborative relationships with community organizations.
- Help with delivering on sponsorship requirements, as needed.
- Assist in identifying and securing outside funding for the program including sponsorship, donations, grants, etc.
- Assists in coordination for showcases and activations at events, as needed.
- Respond to all member and community inquiries and complaints in a timely manner.
- Contribute to Girls Rugby Ohio social media accounts including the gathering of pictures, videos, and other content.
- Compile program statistics. 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 the greater Cincinnati, Ohio area
- 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 & problem-solving skills
- Entrepreneurial and impeccable time-management skills
- Excellent written and verbal communication
- 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. 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.