



Position Description

Title: Program and Development Assistant - Sound Youth VISTA

Reports to: Executive Director

Organization Description: Girls on the Run of Puget Sound is a non-profit organization whose mission is to use the power of running to educate and prepare girls in 3rd through 5th grade for a lifetime of self-respect and healthy living. We provide a unique after-school program for girls in 3rd – 5th grades. The curriculum incorporates running and training for a 5K run/walk with healthy living lessons and discussion topics that encourage girls to examine all aspects of a healthy lifestyle; physical, emotional and social.

Position Summary: Girls on the Run Puget Sound is seeking an individual to help broaden our effectiveness in reaching girls in underserved communities. The VISTA will research best practices for reaching underserved youth, advocate for the program in those communities, and develop sources of volunteers to coach the program and be Running Buddies at our 5K races. GOTRPS is committed to offering scholarships to girls whose families cannot afford the full program fee. As a result, the identification of funding opportunities from the corporate and foundation world will be an important task for the VISTA in ensuring the financial sustainability of GOTRPS' effort to reach more underserved girls. The VISTA will have the opportunity to serve as a volunteer coach (3-4 hours per week) to gain hands-on experience with our program.

Qualifications and Skills Required:

- Excellence, innovation, and integrity as work ethic
- Cultural sensitivity and comfort among diverse ethnic groups
- Ability to multi-task and work in a fast paced environment
- Excellent interpersonal skills
- Adaptable to change
- Experience in research, database management and written communication skills
- Detail oriented
- A strong desire to work in the field of girls' development
- A sense of humor
- Basic computer skills
- Grant writing experience a plus
- Access to a car a plus

Hours and Days Needed: The VISTA will typically work Monday through Thursday from 9:00a.m.- 5:00p.m. Fridays are reserved for member meetings and trainings. This is a full time position.

Commitment: 12 month commitment from August 2009 to August 2010 required.

Compensation:

VISTA compensation includes a living allowance, health coverage and an Education Award that can be used to repay student's loans or for future education expenses. In addition, Girls on the Run of Puget Sound will provide: gym membership for one year at a local fitness center, a rainbow of GOTR tee shirts, and healthy office snacks.

Deadline for Applications: April 10, 2009

To Apply: This position must be referred through the Sound Youth VISTA program. Application materials available at: www.soundyouth.org.

For More Information: www.girlsrun.org