



South Peninsula Haven House

"Supporting and empowering people impacted by domestic violence and sexual assault and promoting healthy families."

JOB DESCRIPTION:

Girls on the Run Coordinator

HOURS

Part-time: 12 hours per week; a few special events require evening and weekend work

STATUS

Non-Exempt

PAY

DOE

LOCATION

Homer, AK

REPORTS TO

Director of Prevention

POSITION SUMMARY

The Girls on the Run Coordinator is a member of the Haven House Prevention Team, supporting the implementation of community violence prevention programming, with a specific focus on the Girls on the Run program. The Coordinator is responsible for the implementation of this after school program in Southern Kenai Peninsula schools and sites, as well as project evaluation and communication with the Girls on the Run of Greater Alaska Site Council, in coordination with other members of the Prevention Team and the Director of Prevention.

DUTIES AND RESPONSIBILITIES :

- Facilitate Girls on the Run program in multiple school sites: Spring and Fall seasons.
- Recruit, train and maintain volunteers to participate in Girls on the Run program.
- Support school sites, volunteer coaches, and participants in the program, including by coaching.
- Maintain statistics relating to prevention programs, specifically Girls on the Run.
- Participate in prevention activities hosted by the Alaska Network on Domestic Violence and Sexual Assault (ANDVSA) as designated.
- Serve as Haven House liaison to the community for the Girls on the Run program.
- Develop and maintain partnerships with community stakeholders who assist with implementation of community-based prevention programming, specifically for the Girls on the Run program.
- Support the provision of data to Haven House staff for grant reporting, help prepare any necessary reports in a timely fashion, as required by funders and the E.D.
- Contribute to Haven House mailings, newsletters, social networking as appropriate.
- Participate in Haven House staff meetings, trainings etc. as designated.
- Other duties as assigned by Executive Director and the Prevention Director.

REQUIRED QUALIFICATIONS

- Personal commitment to confidentiality, compassion, dignity and respect.
- Some knowledge of the dynamics of domestic violence, sexual assault and child abuse.
- Ability to communicate clearly and respectfully, verbally and in writing.
- Strong organizational skills and ability to manage online data and filing.
- Proficient in Word and Excel and familiarity using social media.
- Previous experience with the Girls on the Run program preferred.

Submit a resume and cover letter to humanresources@havenhousealaska.org to apply. Successful candidate must pass a comprehensive civil and criminal background check.

In accordance with federal law, this agency is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.