



Go Run Missoula Program Manager

Job Description

About Go Run Missoula

Founded in 2020, Go Run Missoula (GRM) is a running program dedicated to empowering 3rd-8th grade identifying girls to build leadership skills and confidence. GRM hosts weekly sessions at various locations across Missoula during the fall, winter, and spring seasons, with additional summer camps offered throughout the summer months. Led by experienced professionals, programming includes 5k race participation, strength training, goal-setting activities, and leadership development workshops.

Beyond youth programming, GRM also offers a seven-month Ambassador program for identifying women looking to enhance their role as healthy mentors within the community. This program includes skill-building workshops, group runs, participation in community races, and service projects. The Ambassador season runs annually from April through October.

Job Location

This hybrid position is based in Missoula, Montana, and requires the Program Manager to work onsite at least three days per week, with the option to work from home two days per week. Additional office days are welcome if desired. The office is conveniently located within Missoula city limits. This role involves regular face-to-face interactions with the public, participation in events, and meetings with community partners, volunteers, and the families of program participants. Go Run Missoula will provide all necessary work equipment.

When working from home, the Program Manager must maintain a professional workspace and have a reliable internet connection to support video conferencing. Remote work offers our team flexibility, a comfortable working environment, and reduced commute time, but it also requires strong communication skills to ensure team cohesion and efficiency.

Position Overview

Go Run Missoula (GRM) seeks a motivated and enthusiastic Program Manager to lead and grow its youth and adult programs. This key role is vital to advancing GRM's mission of building confidence, resilience, and leadership in 3rd-8th grade identifying girls and non-binary youth through running programs.

The Program Manager will oversee and implement GRM's initiatives, including the Youth Advisory Council, GRM Ambassador Team, and all youth running programs. Responsibilities include supervising volunteers, leading seasonal practices and summer camps, and identifying opportunities to expand programming. This highly visible position requires a strong leader with a collaborative spirit, the ability to work independently, and a deep passion for empowering youth through running and mentorship.

Key Responsibilities

Program Design and Implementation:

- Plan and lead GRM's seasonal programs, including after-school practices, summer activities, and special events.
- Ensure all programs align with GRM's mission, values, and goals, fostering an inclusive, safe, and empowering environment for participants.
- Develop, refine, and implement program policies and procedures to maintain consistency and quality across sites.
- Coordinate all logistical aspects of programming, including scheduling, site setup, and materials procurement.
- Act as the lead coach for at least two program sites per season, stepping in as needed to support other sites or substitute for absent coaches.
- Monitor and manage program attendance, equipment, and site-specific needs.

Youth Advisory Council Leadership

- Develop and implement the Youth Advisory Council by recruiting and engaging GRM alumni to inform program direction and organizational priorities.
- Plan and facilitate regular council meetings, supporting youth leadership development and meaningful engagement.
- Act as a mentor and primary point of contact for council members.

Ambassador Team Leadership

- Lead the GRM Ambassador Team by planning seasonal activities, events, and outreach efforts.
- Serve as ambassador program's primary coordinator and point of contact, ensuring effective communication and engagement.
- Attend all ambassador activities to provide leadership and representation for GRM.

Volunteer Coordination and Supervision:

- Recruit, train, and supervise volunteers to support program activities.
- Assign volunteers to appropriate roles and sites, ensuring coverage for all program needs.
- Serve as the main point of contact for volunteers, addressing concerns, providing guidance, and recognizing contributions.

Program Monitoring and Evaluation:

- Track and analyze program data, including attendance, participant feedback, and key performance indicators (KPIs).
- Oversee the implementation of program surveys and other evaluation tools to measure impact and identify areas for improvement.
- Prepare reports summarizing program performance and outcomes for the Executive Director, board, and funders.
- Identify and implement improvements to enhance program efficiency, quality, and participant experience.
- Stay current on trends and best practices in youth development, fitness programming, and social-emotional learning to inform program enhancements.

Community Engagement & Program Expansion

- Build and maintain relationships with community partners to support existing programs and identify expansion opportunities.
- Research speaking or tabling opportunities to increase GRM's visibility and impact in the community.
- Explore and propose new programming ideas that align with GRM's mission and respond to community needs.
- Attend GRM-sponsored races, fundraising events, and volunteer trainings.

Qualifications:

Program Management

- A bachelor's degree and 3-5 years of relevant experience are required. Additional years of relevant professional experience may be considered a substitute for a bachelor's degree.
- Proven experience in program coordination, management, or a directly relevant position.
- Strong organizational and time-management skills to meet deadlines and manage resources effectively.
- Knowledge of program development, evaluation, and tracking outcomes.
- Exceptional communication skills, including verbal, written, and interpersonal.
- Ability to collaborate with diverse individuals and groups, including stakeholders, donors, and volunteers.
- Experience with administrative tasks such as budgeting, scheduling, and maintaining records.

Youth Coaching

- 3-5 years of experience working directly with youth in a coaching, mentoring, or teaching role is required.
- Ability to create a safe, inclusive, and supportive environment for youth.
- Strong understanding of youth development, including social-emotional growth and team-building.
- Ability to supervise and guide volunteers to ensure program success.
- Enthusiasm for running and familiarity with coaching techniques.
- Flexibility to lead after-school and summer practices and special events on evenings and weekends.

Physical

- While performing the duties of this job, the employee is regularly required to sit for long periods, reach with hands and arms, and talk or hear.
- The employee is frequently required to use hands to lift and/or move up to 35 pounds.
- As the lead coach of GRM, the employee will also be expected to walk, jog, or run 5K races and participate in running drills and games.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be required to operate a motor vehicle to perform their duties and must possess a valid driver's license with a clean driving record. A clean driving record means no recent accidents, moving violations, or suspensions. The successful candidate will be required to provide proof of a current, valid license upon hiring.

Pay

This full-time, salaried position offers a compensation range of \$45,000 to \$48,500 annually. The role also includes professional development opportunities and a flexible work environment.

Benefits

- Annual, customized training opportunities based on employee goals and organizational needs.
- Mileage reimbursement related to work travel outside of Missoula.
- Travel reimbursement.
- Health stipend of \$300/month.
- The following annual paid holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Indigenous Peoples Day, Thanksgiving Day, and Christmas Day.
- Four weeks (20 days) of paid time off each year.
- Be part of a growing, mission-driven organization where you'll work in a highly visible, community-oriented role, making a direct impact while fostering connections and contributing to meaningful change in the lives of youth.

Job Classification

Full-Time, Exempt, Salary

Work Schedule

The Program Manager typically works five days a week during regular business hours. However, the role often requires evening and weekend availability, particularly during races, special events, or busy seasons involving program launches.

Travel

Local travel to sites in Missoula County.

Application Process:

Open until filled. Submit a cover letter, resume, and three references to Angela Bridegam, Executive Director, at angela@gorunmissoula.com.

We recognize that no candidate will meet every qualification listed, and we encourage you to apply even if your experience doesn't align perfectly. If you're passionate about our mission and believe you could make a meaningful contribution to our team, we'd love to hear from you.