Girls on the Run
Lancaster

1116 Manheim Pike
Lancaster, PA. 17601
http://www.gotrlancaster.org

Responsibilities

• Event Planning
• Coach Training
• Survey Analysis & Data Collection
• Data Entry
• Working with Community Volunteers
• Inventory Management
• Recruitment Development
• Administrative Duties
• Customer service

Qualifications

• Inspire and motivate others to believe in the Girls on the Run mission
• Highly Organized
• Flexibility
• Leadership skills
• Multitasking
• Strong verbal and written communication skills
• Proficiency in Microsoft Word, Excel, and Social Media
• Posses Positive Attitude

Supervisor Contact:

Carrie Johnson – Executive Director

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