

Head Coach Job Description

Position Profile

Coaching a Girls on the Run program is the most rewarding way to get involved with Girls on the Run of the Chippewa Valley. You get to experience the program first hand, feel a sense of accomplishment that you have made a difference in the lives of girls and have a ton of fun with your team of coaches and incredible girls.

Job Summary/Responsibilities:

The Head Coach is a **volunteer** position that works with a team of coaches to facilitate the Girls on the Run® curriculum to program participants. This position works closely with the Site Liaison and entails approximately 4 hours per week with additional time required on two to three weekend days for: a one day five-six hour training; a community race event; and for First Aid/CPR training, if necessary.

Major responsibilities include: preparing, organizing, and supervising the weekly lessons; leading the program participants through each lesson; serving as a role model and mentor; coaching program participants on proper stretching, running form, hydration and sports nutrition; attending a community running race with program participants and other volunteers; interacting with parents of program participants, and understanding and believing in the mission of the organization and acting as a spokesperson for the program.

This volunteer position may be used as a service learning project, internship, or other college credit project upon agreement of the college/university and Director.

QUALIFICATIONS:

- A strong desire to work in the field of girl development
- Experience working with youth
- Excellent communication skills
- The ability to be flexible and to improvise when needed
- To inspire and motivate others to believe in the Girls on the Run mission
- High organizational skills
- The ability to recognize conflict and have the skills to help resolve it
- The capacity to work in a partnership with a co-coach and/or assistant coaches
- Successfully pass a Background Check
- First Aid/CPR certification
- Believe and support the mission of Girls on the Run

EXPERIENCE:

The ideal candidate will have the following experiences:

- Has worked directly with girls ages 8-11 in a girl-positive environment
- Has experience as a runner/walker either recreationally or competitively
- Has volunteered in direct service organizations
- Has awareness of the common and different needs of girls

This is a VOLUNTEER position. Coaches are provided with a research-based curriculum and all the materials necessary to deliver the program. Coaching requires a flexible afternoon schedule; nearly all sites meet on weekdays sometime between 3 pm and 5 pm.

All coaches receive a program “COACH” T-shirt, GOTRCV coach training, support throughout the season, complimentary 5K registration, a 5K T-shirt, as well as occasional discounts from our national partners and other fun surprises.

Coach Descriptions and Responsibilities



Head coaches must be female and age 21 or older. The head coach serves as the site's main contact person with the Site Liaison and parents. They must be CPR and First Aid certified. They must commit to coaching TWICE weekly for EACH of the ten weeks (20 sessions total) at the same site and need to plan to attend the end-of-season Girls on the Run of the Chippewa Valley 5K (on Saturday, TBD date, at Owen Park) with their team.

Pre-Season:

- New coaches must complete GOTRCVs 5-6 hour, in-person coach training.
- Returning coaches must complete GOTRCV's 2 hour, in-person veteran coach training.
- All coaches must complete the online 2016 Coach Application.
- All coaches must commit to the Coach Responsibilities as well as agree to and sign the Coach Contract and Non-Compete Agreement (included in the coach application)
- One coach at each site must obtain and/or maintain both CPR and First Aid certification, AND they must be present at EVERY GOTR lesson throughout the season.
- Communicate with fellow coaches to discuss site logistics (dates, times, day of first session, etc.).
- Promote the program at your site to encourage registration. Online registration for the 2016 season will begin in January.
- Call and email parents to introduce yourself and to let them know where first practice will be held and where they can pick up their daughter after practice.
- Compile an Introduction Letter (including coach bios, practice calendars, and GOTRCV policies) to be given to every girl the first day of practice. A template will be provided.

During the Season:

- Coach at BOTH practices EACH week. (Head Coaches must commit to coaching TWICE weekly EACH week for the entirety of the season. Assistant Coaches must commit to coaching at least ONCE weekly for entirety of the season.)
- Communicate with fellow coaches to discuss lesson planning, task delegation, etc.
- Prepare for each session by reading the lesson and reviewing materials in your coaches box.
- Purchase healthy snacks for your GOTR site using your snack stipend (which is given to head coaches at the first supply pickup) and keep and track of receipts to turn in at the end of the season. (if applicable)
- Arrive at least 15 minutes before the program start time and supervise the girls from school dismissal time through the program start time (which in some cases may be more than 15 minutes before the program start time).
- Record attendance at each session.
- Lead and/or assist with each lesson in a manner consistent with the GOTRI philosophy and curriculum.
- Participate in games and activities with the girls at each practice.
- Wait after practice until all girls have been picked up or have left in a way their parents have granted permission to GOTRCV. (Parents are required to pick up their daughters immediately at the end of the program. GOTRCV has a late-guardian policy and procedure if tardiness becomes a problem.)
- Arrange for a GOTRCV-trained substitute coach if you cannot attend a session and inform GOTRCV staff when a substitute is identified.
- Read weekly coach newsletters and respond when appropriate. Be sure to supply GOTRCV an accurate, working email address.
- Facilitate the distribution and/or collection of program materials such as T-shirts, national sponsor samples, fundraising packets, etc.
- Return any materials, forms, etc. to the GOTRCV by each respective due date.
- Head coaches administer pre-season and post-season survey instruments and arrange for mailing papers back to the GOTRCV office if our council participates in the survey.
- Help recruit 5K running buddies for girls at your site, if needed.



- Attend the end-of-season 5K with your site and run/walk with and/or support your girls at the event.
- Provide a fun, end-of-season celebration for the last session after the 5K.
- Demonstrate a positive, encouraging demeanor and a healthy lifestyle.
- Be your wonderful self with the girls at all times, and above all, have fun with them!

Post-Season:

- Return coaches box, curriculum books, snack receipt envelopes, and any other materials in a neat and orderly fashion
- Complete end of season Coach Survey and provide feedback and suggestions based on your coaching experience.
- Submit any paperwork needed to receive any benefits from place of employment if needed.

