

Site Liaison Job Description

Position Profile

The Girls on the Run® Site Liaison must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades. The Girls on the Run program provides a safe and interactive way to learn about healthy living which includes an introduction and education on important topics such as goal-setting, cooperation, healthy decision-making, and self-respect, while training for a 5K event. The innovative curriculum teaches girls to listen and open up while also encouraging them to commit to a healthy lifestyle, and harness the inner strength that they possess.

This is a critical, VOLUNTEER position. An engaged, committed Site Liaison is absolutely necessary to the success of the site. The Site Liaison is the point of contact for coaches and GOTRCV council. The most successful Site Liaisons are usually a staff member at the site as well as one of the coaches of the team. The Site Liaison must complete Volunteer Application, Site Application, and pass a background check.

The Site Liaison reports to the Girls on the Run Program Director and is responsible for managing their specific Girls on the Run site. Below is the job description as well as some of the key responsibilities falling within these areas:

- Serve as main site contact and distribute information to coaches. It is extremely helpful if the Site Liaison is also regularly involved at site (teacher, staff member, involved parent, etc.).
- May also serve as Head Coach – this is the most successful arrangement, but not necessary.
- Complete site application; gain signature of principal/site director in support of hosting Girls on the Run.
- Provide “letter of support” template to principal/site director and submit completed letter with application.
- Identify storage space for Girls on the Run supplies, if needed.
- Recruit at least 2-3 coaches for the site. Ensure they complete Coach Applications.
- Attend Coach/Site Liaison training.
- Attend any necessary informational meetings before and during season.
- Market GOTR at site. This includes, but is not limited to, providing program materials, writing information to be included in site newsletter or website, hosting informational sessions at site, attending open houses or other events to promote program, etc.
- Understand and be able to facilitate registration process.
- Help identify Fundraising ideas for site.
- Distribute program materials to eligible girls at your site.
- Collect registrations/review for accuracy and complete check-list to verify completion of information on registration forms; follow-up with families if necessary. Enter in registrations into on-line registration.
- Keep track of registrations and distribute information to coaches (Health History Form, Program Waiver, Allergy information, Transportation Authorization, photo release, etc.)
- Meet with coaches at least one time prior to the start of the season.
- Submit registration forms and fees by season deadline.
- Responsible for picking up or returning any items to GOTRCV council director. For example, if additional t-shirts are needed it is the responsibility of the site liaison to make arrangements for pick up.
- Help recruit extra running buddies for girls in the program.
- Market annual Girls on the Run Of the Chippewa Valley 5k at your site. Distribute announcements, flyers, emails, etc. to staff, parents, & friends of site.
- Read all newsletters and provide accurate email addresses for all coaches at site. Ensure that all coaches are also receiving weekly newsletter (from GOTRCV Program Director).
- Provide occasional feedback to Girls on the Run Of the Chippewa Valley.
- Champion the Girls on the Run program at your site and have fun!

