



SITE LIAISON ROLE DESCRIPTION

Position Profile

The Site Liaison is responsible for managing their specific Girls on the Run site. This position reports to the Girls on the Run- Sierras Program Manager and requires 2-4 hours per week for four - six weeks (2-4 weeks of program promotion and facilitating program registration through the first 2 weeks of the program). 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.

Responsibilities:

- Understand and believe in the mission of Girls on the Run
- Recruit a minimum of 2 volunteer coaches: 1 head coach and one to two assistant coaches for the each Girls on the Run team at the site
- Secure meeting and practice time and location for Girls on the Run program
- Complete site application; gain signature of principal in support of hosting Girls on the Run
- Attend Site Liaison meeting
- Obtain promotion materials to recruit participants from Program Manager
- Distribute promotional materials to girls in the 3rd-5th grades or 6th-8th grades
- Ensure a minimum of 8 girls registered for each team at the site prior to the season start with a goal of a full team of 15 participants by the 4th program session.
- Support parents and guardians with online registration
- Meet with coaches at least one time prior to the start of the season
- Communicate regularly with Program Manager regarding promotion and registration
- Provide occasional feedback to Girls on the Run staff
- Champion the Girls on the Run program at your site and have fun!

Qualifications:

- Believe and support the mission of Girls on the Run
- The capacity to work in partnership with school and GOTR staff, parents, and coaches
- The ability to be flexible and to improvise when needed
- High organizational skills

Experience:

The ideal candidate will have the following experience:

- Has a connection to the program site administration as a teacher, staff, or parent
- Has worked directly with girls ages 8-13 in a positive environment
- Has volunteered in a non profit organization