



Site Coordinator Job Description

The Girls on the Run® Site Coordinator must possess a passion for and commitment to improving the lives and opportunities of girls in 3rd through 8th 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. Our important mission is accomplished by giving girls the tools to make positive choices for a healthy body and mind, while reducing the many risks they face today.

The Site Coordinator works as a liaison among the Girls on the Run Program Team, the School Site office, and the coach team. The Site Coordinator is responsible for managing their specific Girls on the Run sites. Some of the key responsibilities falling within these areas include:

- Complete site application; gain signature of principal/authority in support of hosting Girls on the Run
- Identify indoor and outdoor practice space for Girls on the Run practices to be held
- **Assist in the recruitment of at least two coaches for the site**
- Attend any necessary informational meetings
- **Determine plan to distribute marketing materials to 3rd through 8th grade girls**
- Coordinate a meeting with coaches one time prior to the start of the season
- Keep in contact with program team regarding problems or need for marketing materials
- Provide occasional feedback to Girls on the Run organization.
- Champion the Girls on the Run program at your site and have fun!