



GOTR MOCO 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. 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 Liaison serves as the GOTR staff's primary contact for the site and reports to the Girls on the Run Program Staff Member assigned to their site. The Site Liaison is responsible for managing their specific Girls on the Run site and should have a strong relationship with the school/community, such as a staff member or parent. The site liaison CAN be a Coach or Coach Lead, but it is not necessary.

Major responsibilities include:

- Serving as the GOTR staff's primary contact for the site
- Discussing the program with school administration, and creating a cooperative relationship
- Assisting in the recruitment of at least three coaches for the site and set up a coach meeting prior to the start of the season
- Submitting site application
- Marketing the program at the school and in the community so that families know how/when to register
- Ensuring that the team meets the minimum number of participants
- Communicating important Girls on the Run information such as 5k details to participants' families
- Coordinating picking up items from GOTR office such as coach bag, 5k items, and shoes (if applicable) throughout season
- Coordinating snack for team and follow correct procedure for reimbursement
- Participating in the 5k with the team (optional)
- Championing the Girls on the Run program at your site and have fun!

Additional duties for sites that are unable to register participants online:

- Distributing registration materials to third through eighth grade girls (if applicable)
- Collecting registration forms (if applicable) and health forms and review for accuracy; follow-up with families if necessary
- Submitting registration forms and fees (if applicable) and health forms to program staff by season deadline

QUALIFICATIONS/REQUIREMENTS:

- Must be at least 21 years of age
- Must consent to and complete a background check
- Must complete a one-hour online training
- Must possess strong communication and organizational skills
- Strong tie to the school/community (staff member, parent, etc.) is required

Site liaisons receive a guaranteed and reduced program registration fee for their daughter (if applicable), a coach technical t-shirt, entry into the GOTR MOCO 5k, and other opportunities and items from GOTR MOCO sponsors!