



Volunteer Site Liaison Role Description Greater Kalamazoo Girls on the Run

Girls on the Run's mission is to inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. We envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. A key volunteer role with Girls on the Run is the site liaison.

The site liaison serves as the Girls on the Run (GOTR) representative and on site supporter, and is responsible for the logistics that ensure a successful implementation of the Girls on the Run Program. This includes coordinating program communications between GOTR and families at the site and assisting girls and families with program registration. Site liaisons also recruit and support volunteer coaches at their site. Site liaisons communicate with the GOTR office on a regular basis regarding school or community agency site specific needs throughout the GOTR program season.

This volunteer position averages 4-6 hours a week beginning in September and runs through the beginning of June. This includes attending a required liaison meeting in October. ***If your site is applying to host multiple teams, the site liaison should not serve as a Girls on the Run coach.***

Key Responsibilities:

- With approval of principal (or director of community agency) complete online site application for hosting GOTR.
- Communicate key GOTR dates to school/site administration.
- Secure bi-weekly indoor and outdoor practice spaces for 2 hours, two days per week for each team.
- Identify secure storage space for GOTR supplies (snacks, shoes, coach kits, etc.).
- If you are not on-site during GOTR practice times, please enlist the support of a school/site contact that can assist coaches with challenges that may arise. Be sure to introduce this person to coaches at the start of the season.
- Recruit volunteers to serve as coaches, assistant coaches and substitute coaches at your site. All volunteers will need to complete an application and be approved by GOTR.
- Maintain regular communication with coaches regarding program and facility; provide support if challenges arise.
- Manage and communicate registration process for the site and serve as point of contact for inquiries. This will include:
 - Distributing registration information and materials to all third- through fifth-grade girls at your site.
 - Promote on-line registration first, using paper forms as a secondary method for registration. If paper forms are used, review the forms to ensure the information is accurate and complete. Enter the registrations online and turn in all paper forms and program fees collected to the GOTR office in a timely manner.
- Send a welcome letter to families of registered participants the beginning of January that includes site liaison contact information, shoe fitting information, practice days/time and the location where girls will meet.
- Send a reminder note the week before practice begins again including site liaison contact information, practice days/time, and the location where girls will meet. Also provide information about the site's pick-up procedure.
- Coordinate participant shoe fittings with GOTR staff.
- Meet with coaches prior to the start of the season-- discuss practice and storage space, late pick-up and severe weather procedures, no school days, ½ days, practice 5k, etc.
- Attend at least one on-site GOTR practice.
- Pick up program supplies prior to the start of the season (a coach or friend can assist with this) on the assigned Supply Pick Up Day.
- Secure busing to the 5k for your site if busing is going to be used.
- Pick up 5k supplies on the scheduled 5k Supply Pick Up Day.