



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 reports to the Girls on the Run Executive Director or Program Coordinator. The Site Liaison 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 storage space for Girls on the Run supplies (If applicable)
- Assist in the recruitment of at least two coaches for the site
- **Attend any necessary informational meetings or maintain email communications**
- Pick up registration packet and all materials necessary to register participants when applicable
- Distribute registration information and/or materials to third through eighth grade girls
- When applicable, collect registrations/review for accuracy and complete check-list to verify completion of information on registration forms; follow-up with families if necessary
- Upload paper registration forms to Raceplanner (link to be provided by Program Coordinator)
- Meet with coaches one time prior to the start of the season
- When applicable, submit registration forms and collected fees by season deadline
- Keep in contact with council director or program coordinator regarding registration problems or need for additional publicity
- Provide occasional feedback to Girls on the Run organization.
- Champion the Girls on the Run program at your site and have fun!

Online participant registration and payments available via Raceplanner however hard copy applications and payments (cash/check) can also be submitted if necessary. Contact program coordinator Sylvia.brown@tmcaz.com or (520) 324-4745 for details.