



## Site Liaison's Position Description

- Complete site application; gain signature of principal (or director of community agency) in support of hosting GOTR (Girls on the Run® and/or Girls on Track®)
- Complete a Volunteer/Coach Application, Volunteer Management Policies and Non-Compete form
- Secure practice space for GOTR for 1.5 hours, two days per week
- Identify storage space for GOTR supplies (snacks, water bottles, etc)
- Attend mandatory pre-season coaches training and/or information session.
- Distribute registration materials to 3<sup>rd</sup>-5<sup>th</sup> and/or 6th-8th graders
- Collect registration forms and fees at the site
- Arrange teams (if multiple teams are needed).
- Provide coach and Council Director with a team roster and update the Council Director of any changes to the roster throughout the season
- Submit registration fees to the Council Director by the fifth lesson.
- Complete electronic database of participants (electronic template will be provided) and meet additional timelines.
- Collect health history/registration forms from the coach, mail copies to the Council Director after the fourth lesson.
- Arrange for pick up of t-shirts and other program materials as needed during the season.
- Ensure all materials are returned as directed by the Council Director.
- Maintain regular communication with GOTR coaches and Council Director regarding the program and facility.
- Assist in recruitment of coaches.
- Assist coaches in identifying and reserving space for end of season banquet.
- If not on site daily, please designate a day-to-day contact (i.e.: secretary)