



Site Liaison

Volunteer Summary

All sites must have one (1) site liaison. The site liaison works with the site's community and the Girls on the Run-Chicago office to coordinate the administrative and logistical details of the program. This position works closely with Girls on the Run-Chicago staff and serves as a link between their site's administration, coaches, parents/guardians, and participants. The site liaison is responsible for determining the days/times that their site's teams will meet; securing appropriate meeting/practice space; marketing the program in the community; and recruiting coaches and girls. During the season, the site liaison makes sure that all aspects of the program are running smoothly by checking in, attending practices occasionally and attending the end-of-season event. **Note: Site liaisons can also serve as coaches at their sit**

Expected Time Commitment

- **5 hours per week for 10 weeks:** includes recruitment, volunteer training, the 10-week program and end-of-season event
- **Fall Season:** June - November
- **Spring Season:** December - June

Requirements:

- 21 years or older and associated with the site: administrator, faculty, parent/guardian, etc.
- Complete New Site Interest Form and attend Site Intake Meeting
- Annually complete a Program Volunteer Application (per school calendar)
- Returning sites must annually complete the Site RSVP form
- Complete a background check every two years
- Communicate with the GOTRC office throughout the season as needed
- Participate in the Season Kick-Off Event per participating season(s)

Responsibilities:

- Submit a **Site RSVP** form for each school year the site will offer the program; form will be sent to the site liaison in advance of each school year
- On the **Volunteer application**, elect your role(s): Site Liaisons can also serve as coaches at their site
- Arrange and manage site-specific program logistics: gain administration approval to host, decide which curriculum will be facilitated (Girls on the Run and/or Heart & Sole), secure adequate and reliable practice space, coordinate distribution and collection of program materials
- Recruit and manage coaches for each team (2 coaches per 6-15 girls)
- Recruit girls and families, informing them of the registration process, financial assistance and program details
- Maintain regular communication with coaches and participant families regarding program and season progress

- Read and respond to all Girls on the Run-Chicago communication and emails; adhere to important deadlines

Qualifications:

- Believe in and support the mission of Girls on the Run: We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum that creatively integrates running
- Experience working with youth is recommended, but not required; specifically in a school or other direct work with girls ages 8-14 in a girl-positive environment where the common and different needs of all girls are recognized is a plus
- The ability to be flexible and work with a team of coaches
- Excellent communication, organization and conflict-resolution skills
- A strong desire to work towards positive girl development, inspiring and motivating others to believe in the Girls on the Run mission