



Liaison Role

Girls on the Run of the Bay Area

- Complete site application; gain signature of principal (or director of community agency) in support of hosting GOTR
- Secure practice space for GOTR® for 1 hour two days per week for each team
 - Indoor rain location (preferably consistent throughout the season)
 - Outdoor space (preferably somewhat separate from other activities)
 - If you would like to hold practice at a nearby park, please check with the principal first and then add 15 minutes to your program time to allow for walking time to and from the park
- Identify storage space for GOTR® supplies (snacks, coach box, water bottles etc.)
- Distribute registration materials and flyers to third through fifth grade girls or sixth through eighth grade girls
- Collect registration forms and payment, review for accuracy and complete check-list to verify completion of information on registration forms; follow-up with families if necessary
- Ensure that a minimum of 10 girls sign up for the program, the maximum number of girls per group is 16. Notify the Girls on the Run Program Director if you need assistance with girl recruitment or an on-site visit for more active recruitment techniques.
- Provide GOTR® staff with team rosters and mail in all completed registration forms and payment to the Girls on the Run office once they have been collected
- Provide occasional feedback to GOTR® organization
- Maintain regular communication with coaches regarding program and facility, school closure dates or early dismissals
- Identify language barriers, notify coordinator when assistance is needed
- Assist in the recruitment of coaches (two per team) and substitute coaches (two per team) for the site
- Attend at least one on-site GOTR® practice to ensure things are running smoothly, and that girls and coaches are having fun
- Assist coaches in identifying and reserving space for end of season party on the last session
- Assist coaches to ensure that each girl gets to the Lollipop Run at the end of the season, help arrange car pools with parents if needed
- Must have email
- *If not on-site, please designate a day-to-day contact (i.e., a secretary)