

Site Liaison Responsibilities and Expectations

Girls on the Run of South Central Wisconsin

Mission:

We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.

Vision:

We envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

Site Liaison Role: The site liaison has a critical role in serving as the central point of communication between GOTR, the Community Partner (site), and the participants' families. It is important that the site liaison have direct ties to the site (i.e. is a site staff member) to ensure team longevity. Site liaisons make a long-term commitment to fulfill the following responsibilities, including the recruitment of their successor when necessary. There is one site liaison per site, though one site may have multiple teams.

Site Liaison Responsibilities:

New team development:

- Once invited to do so, complete the online site application (due June 15th for the Fall season and December 15th for the Spring season).
- Gain support from a key site stakeholder (principal or community center director).
- Secure a safe, dedicated space for running two non-consecutive days per week (M/W or T/Th for example) for 1.5 hours. This does not have to be a track – a field or park is fine but should be large enough to accommodate a comfortable running distance such as .25 miles.
- Secure an inclement weather site that is indoors and private, preferably a gymnasium or cafeteria reserved for GOTR and NOT in conflict with other programs. If the only space available is shared with other programs, first speak with the Director of Programming.
- Identify a secure storage area for Coach Box supplies.
- Perform all ongoing responsibilities (below).

Ongoing - communication:

- Serve as the central point of communication between GOTR, the Community Partner (site), and the participants' families.
- Prior to each season, confirm availability and scheduling of the outdoor and inclement weather (indoor) practice spaces. Confirm Coach Box storage area.
- Identify language barriers; notify Community Partner or GOTR staff when assistance is needed.
- Provide continual program feedback to GOTR staff, especially at the end of each season.

Ongoing coach and participant recruitment:

- Prior to each season, identify participants through an inclusive and broadly publicized outreach effort (newsletters, Facebook posts, flyers, etc.) at the site and within the community.
- Ensure adequate team enrollment. GOTR teams for each site must have between 8 – 16 girls (20 girls for a returning site with adequate coaching support).
- GOTR holds a designated number of spots on each team (based on the number of children eligible for free and reduced-price lunch at the site) for girls that are eligible for financial assistance. Financial assistance is for girls who would benefit from the program, but might not have access to join. Financial assistance is

based on financial need and is determined by family income. Site Liaisons work with other site stakeholders to identify girls appropriate for assistance and ensure that they have been invited to participate on the team.

- Prior to each season, recruit two or three coaching candidates per team for your site. At least one coach should be a person with direct ties to the site (such as a principal, school counselor, teacher, or social worker). Each coach is required to attend the GOTR New Coaches' training before the season begins and become First Aid and CPR certified. Coaches must be available two afternoons per week during the program.

Site Liaison Expectations:

- Maintain direct ties to the site. Generally the site liaison is a principal, school counselor, teacher, social worker, or other staff member that works directly with the site.
- If you are no longer able to fulfill your duties as site liaison, recruit an appropriate replacement
- When possible, attend the end of season 5k (fall and spring) to cheer on your team(s)!

Seasonal time commitment: The role of liaison is not overly time-consuming, but has a critical role in the initial development stages of a new site and during registration each spring and fall season. After a site is established, site liaisons should expect to dedicate up to ___ hours per season.

I, _____, understand and commit to fulfilling the above responsibilities and expectations as a site liaison for a Girls on the Run of South Central WI team(s). I believe in the purpose and mission of the organization, and will act responsibly in fulfilling my role as site liaison. If I find I am no longer able to fulfill any of my responsibilities as site liaison, I will recruit an appropriate site liaison replacement and work collaboratively with the Director of Programming to ensure the long-term sustainability of the team(s).

Signed: _____ Date: _____

Site: _____