



## Volunteer Positions

### Head Coach – Report to Council Director, Site & Volunteer Development

Serving as a Head Coach is the most rewarding way to get involved with Girls on the Run and learn more about our program. You get to experience the program first hand, feel a sense of accomplishment that you have made a difference in the lives of the girls and have a ton of fun with your team of coaches and incredible girls!

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#### Job Summary:

The Head Coach is a volunteer position that works with a team of coaches to facilitate the Girls on the Run curriculum to program participants. This position works closely with the South Hampton Roads Program Coordinator and entails approximately 3-4 hours per week with additional time required on two to three weekend days for: a one day six hour training; a community race event; and for First Aid/CPR training, if necessary.

**Core Duties/Responsibilities** include the following (other duties may be assigned):

- Understanding and believing in the mission of the organization and acting as a spokesperson for the program.
- Serving as a role model and mentor
- Preparing, organizing, and supervising the weekly lessons
- Leading the program participants through each lesson
- Interacting with parents of program participants; planning and coordinating the end of season banquet
- Attending 3-4 coaches meetings with the GOTR SHR Staff during the season
- Coordinating the community project
- Attending the end of season community 5K event with program participants and other volunteers

#### Qualifications:

- A strong desire to work in the field of girl development
- Experience working with youth
- Excellent communication skills
- The ability to be flexible and to improvise when needed
- To inspire and motivate others to believe in the Girls on the Run mission
- High organizational skills
- The ability to recognize conflict and have the skills to help resolve it
- The capacity to work in a partnership with a co-coach and/or assistant coaches
- Attend a full day coach's training with the Executive Director and/or Program Coordinator
- First Aid/CPR certification

#### Experience:

The ideal candidate would have the following experiences:

- Has worked directly with girls ages 8-12 in a girl-positive environment
- Strives to lead a healthy lifestyle
- Has volunteered in direct service organizations
- Has awareness of the common and different needs of girls

## **Assistant Coach - Report to Council Director, Site & Volunteer Development**

Serving as an assistant coach is a fun and rewarding way to get involved with Girls on the Run and learn more about our program. You get to experience the program first hand, feel a sense of accomplishment that you have made a difference in the lives of the girl, and have a ton of fun with your team of coaches and incredible girls! This is a perfect opportunity for individuals who can't make the twice-weekly time commitment to be a head coach.

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### **Job Summary:**

The Assistant Coach is a volunteer position that assists the Head Coach(s) at a Girls on the Run program site. The position entails approximately 1.5-3 hours per week for 12 weeks. Assistant Coaches can choose to attend both program sessions per week OR commit to only one day a week. We ask each Assistant Coach to determine which schedule works best for them and to maintain that schedule throughout the program for consistency on behalf of the girls. While the Assistant Coach is not primarily responsible for facilitating the Girls on the Run curriculum, they are there to support the Head Coach and program participants.

This volunteer position may be used as a college internship, service learning project or other college credit project upon agreement of the school and Program Coordinator or Executive Director.

**Core Duties/Responsibilities** include the following (other duties may be assigned):

- Understand and believe in the mission of Girls on the Run
- Serve as a role model and mentor for program participants
- Attend program session on selected day(s) on a consistent basis
- Assist with all aspects of the facilitation of the Girls on the Run curriculum
- Attend coaches meetings in absence of head coach
- Encourage and cheer for all participants
- Participate in games and workouts with the girls as needed by the coaches
- Attend a community 5K with coaches, program participants and other volunteers

### **Qualifications:**

- A strong desire to work in the field of youth character development
- Excellent communication skills
- Experience working with youth
- Capacity to work in a partnership with a head and assistant coach(s)
- Flexibility/Ability to accommodate to a changing environment
- Attend a full day coach's training with the Executive Director and/or Program Coordinator
- Strives to lead a healthy lifestyle

## **Running Buddy – Report to Council Director, Site and Volunteer Development**

### **Job Summary:**

- Assist coach and assistant coach at Girls on the Run Sessions
- Runs with girls at the practice 5K
- Runs with girls at the Girls on the Run 5K

## **Board Member – Report to Board Chairman**

### **Job Summary:**

- Attend monthly board meetings
- Help govern the organization with emphasis on increasing fundraising and public relations

## **Girls on the Run® 5K Race Director - Report to Council Director, Site & Volunteer Development**

The Event Director is the leader of the 5K race team. This person must be well organized and confident in overseeing the big picture.

### **Job Summary:**

- Organize and run monthly meetings
- Oversee activities of all subcommittee directors
- Manage activity time line
- Distribute weekly updates via email to all subcommittees
- Manage budget
- Act as one of the event emcees and spokesperson working along with celebrity emcees if they are available
- Obtain P.A. system with music or disc jockey
- Keep the whole committee motivated and energized

## **Girls on the Run® 5K Race Committee – Report to Council Director, Site & Volunteer Development or Council Director, Marketing and Fundraising**

**5K Registration Director** – The Registration Director works with the Council Director of Site/Volunteer Development and is responsible for all aspects on registration and race packets.

### **Job Summary:**

- Set up on-line registration
- Establish and maintain database of race registrants for future mailings and send out email updates regarding the race
- Receive all mail-in registrations
- Organize and lead race-day registration and packet pick-up
- Organize packet stuffing and pre-race packet pick-up

**5K Volunteer Director** – The Volunteer Director works with the Council Director of Site/Volunteer Development and is responsible for all the volunteers needed for the event.

### **Job Summary:**

- Recruit and maintain contact with all volunteers
- Organize set-up and clean-up volunteers
- Organize water stop volunteers
- Organize course monitor volunteers
- Organize event volunteers for food and beverage
- Organize race day registration volunteers
- Organize and lead packet stuffing and packet pick-up volunteers
- Direct all volunteer efforts on race day
- Distribute volunteer t-shirts and any needed equipment
- Write and mail volunteer thank you letters

**5K Logistics Director** - The Logistics Director works with the Council Director of Site/Volunteer Development and is in charge of everything directly associated with the race portion of the event.

**Job Summary:**

- Design and oversee race course
- Obtain start and finish line banners and archways
- Obtain race equipment: signage, cones, stage, chutes, mile markers, bullhorn, etc.
- Oversee water stops: water, table, cups
- Obtain permits: county parade permit, parks and recreation, home owner associations, etc.
- Obtain and organize police services
- Obtain emergency medical services
- Obtain timing device/scoring (if applicable)
- Start and close the race

**5K Sponsor Director** – The Sponsor Director works with the Council Director of Marketing/Fundraising and is responsible for obtaining most of the race sponsorship sales and making sure that - once sponsorships are sold - the sponsoring company gets everything they are entitled to as outlined in the sponsorship agreement. This person should be well connected within the business community, have sales skills and thorough knowledge of the Girls on the Run program and mission. This is one of the most important positions for the success of your race. Your race budget grows out of the sponsorship dollars raised, so very little planning can happen until this committee has an idea of the money and in-kind donations it can raise.

**Job Summary:**

- Managing sponsorship sales
- Customizing the sponsorship package
- Serving as sole contact for sponsors – before, during and after the race
- Managing billing and receipt of sponsorship money and in-kind payments
- Performing post race follow-up

**5K Marketing Director** – The Marketing Director works with the Council Director of Marketing/Fundraising and is responsible for securing the tools necessary to market the race. This person should understand how to promote the race via television, radio and print. She (or he) should also understand the benefits of public relations and grass-roots marketing.

**Job Summary:**

- Secure brochure and T-shirt design (see Spot Marketing timeline below)
- Distribute brochures/flyers
- Write and drop press releases at regular intervals
- Work with television, radio and print coverage
- Post race information on applicable websites and community calendars
- Organize pre-race appearances, interviews, etc.

**Program Assembly** - Report to Council Director, Site & Volunteer Development

**Job Summary:**

- Sorting copies of curricula for coaches boxes
- Cutting curricula activities
- Making sure coaches boxes are assembled correctly

**Grant Researcher/Writer** – Report to Council Director, Marketing/Fundraising

**Job summary:**

Work with Council Director of Marketing/Fundraising in researching and compiling grant leads and obtaining guidelines for various types of funding.

Previous grant writing desired.

**Marketing/ Donor Coordinator – Report to Council Director, Marketing/Fundraising**

**Job summary:**

Help Council Director of Marketing/Fundraising to increase donor base and diversity by creating new sponsorship/donor packet and marketing to new prospective markets such as corporations, medical professionals, general public, etc.

**Team Tiara Coordinator – Report to Council Director, Marketing/Fundraising**

**Job Summary:**

Work with Council Director of Marketing/Fundraising to develop a community of Team Tiara runners for the Spring Shamrock races and the fall Rock n Roll half marathon through publicity and team training.