



Site Liaison Role

Greater Cincinnati GOTR

Duties include:

- 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 including:
 - Indoor rain location where some running can occur
 - Outdoor space (track, field, blocked off parking lot, or other safe location)
- Identify storage space for GOTR supplies (snacks, coach box, water bottles etc.)
- Distribute registration materials and flyers to girls in targeted grades
- 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 8 girls sign up for the program, the maximum number of girls per group is 12. Notify the Girls on the Run Program Director if you need assistance with girl recruitment or an onsite 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 (3-4 per team)
- 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 GOTR 5k 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)

Questions? Contact Council Director Erin Hamilton at erin@girlsontherun.org or 513-755-6407