



Site Liaison Role Girls on the Run of Los Angeles County

The site liaison is an essential job for any successful Girls on the Run (GOTR) program. GOTR staff will work closely with each liaison to make sure the program runs smoothly and with the highest quality. GOTR staff are always available to address your questions and to partner for your site's success!

Site Liaison requirements:

- Must be passionate about the mission of Girls on the Run, and committed to living the values of the program
- Must be able to communicate via email

Site Liaison activities:

- Organize a team of GOTR enthusiasts – site director or principal, parents, potential coaches, community members
- Complete and submit site application
- Secure practice space for 1 ½ hours, two days per week for each team – INDOOR AND OUTDOOR
- Identify storage space for GOTR® supplies (snacks, folders, etc.)
- Attend pre-season informational meeting
- Promote the program with girls and their families, using flyers; posters; brief presentations at assemblies, club meetings, parent meetings, classrooms; distribution of registration materials
- Collect registrations/review for accuracy and complete check-list to verify completion of information on registration forms; follow-up with families if necessary
- Assist with participant data entry when possible
- If multiple teams at the site, assign girls to teams and provide GOTR® staff with team rosters
- Recruit coaches (four per team) together with GOTR staff; support their participation in training, CPR class, and completion of background check
- Meet with coaches one time prior to the start of the season
- Maintain regular communication with coaches regarding program and facility
- Provide occasional feedback to GOTR organization
- Pick up program supplies
- Identify language barriers, notify GOTR staff when assistance is needed
- Attend at least one on-site GOTR practice
- Assist coaches in identifying and reserving space for end of season banquet
- Have FUN!