

COUNTY COORDINATOR JOB DESCRIPTION

Girls on the Run New Jersey North

The County Coordinator reports directly to the Program Director to ensure that each GOTRNJN site is following curriculum and protocol in a safe, fun environment. This is done with coach trainings, frequent site visits, phone calls and e-mails.

Pre-Season Duties

- ✿ Hold pre-season coaches meeting to discuss important season dates, deliver coach supply bags and curriculum changes.
- ✿ Assist in brainstorming to recruit new coaches and junior coaches from the community.

During the Season Duties

- ✿ Conduct site visits with each team at least once per season to ensure that the program is being delivered in a manner keeping with our mission, our goals and to provide the best experience for the girls.
- ✿ Conduct additional visits when necessary to troubleshoot and offer assistance.
- ✿ Communicate with coaches throughout the season for feedback on their site, team, parents, issues and supplies needed.
- ✿ Communicate with the program director regularly throughout the season to provide feedback and request assistance when needed.
- ✿ Hold Mid-Season coaches meeting to deliver shirts and relay 5K logistics to the coaches.
- ✿ Deliver supplies as needed to sites.

Post-Season Duties

- ✿ Work with returning coaches and their schedules to ensure a proper fit for days/times and locations for next season.
- ✿ Identify sites where we may be able to expand and/or add a new team.