



Girls Coach/Girls Run Site Supervisor Job Description 2018



Girls Coach/Girls Run is an after-school program administered by Women & Family Life Center and is open to all Shoreline families. Girls Coach/ Girls Run promotes self-respect, community, leadership and healthy living while training for a non-competitive 5K run. No running experience is required!

Through a 3-tiered peer-mentoring program with high school girls, 8th graders, and 4th graders, Girls Coach Girls/Run aims to increase leadership skills, build self-esteem and interpersonal competencies, teach healthy lifestyles, and demonstrate the benefits of being an active community member.

After-school sites are supervised by an adult Site Supervisor, who reports to Women & Family Life Center Program Staff. The Site Supervisor need not participate in any of the lessons or athletic exercises. The Site Supervisor will over-see the students and will be the adult responsible for various logistics and any unforeseen emergencies, as described below.

2018 Girls Coach/Girls Run program sites:

Women & Family Life Center in Guilford and The Country School in Madison

Site Supervisor Core Requirements:

- Must be available for a 3-hour training and during program hours (approximately 33 hours)
- Must be age 21 or over
- Subject to Background Check
- Will need cell phone capability
- Dates required:

Date	Time	Description	Location
To be announced (March or April 2018)	TBA	Training and Meet Coaches	Women & Family Life Center or The Country School
12 days between: April 24 –May 31, 2018	3:30-5:45	After school program; Tuesdays and Thursdays <i>only</i>	Women & Family Life Center or The Country School
Friday, June 1, 2018	4:00-7:00 pm	5K Fun Run	Madison Surf Club

Compensation: Stipend of \$450

Site Supervisor Core Responsibilities:

- Oversee Head Coaches (11th/12th grade); Assistant Coaches (8th/9th grade); and 4th graders.
- Assist with set-up and clean-up and stay until all participants have been picked-up.
- Provide a disciplinary role if needed; support the student coaches.
- Hold all medications brought by 4th grade parents; return medications to parents at pick-up.
- Take attendance and dismissal sign-outs for each day.
- Be responsible for Emergency Contacts binder and make emergency calls, if necessary.
- Make some notes during and after meetings and provide W&FL Program Staff with updates, questions or concerns.

Rev. 1/25/18



Site Supervisor Application Form 2018

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: () - _____ Work/Mobile Phone: () - _____
E-mail : _____

How did you learn about GCGR?

What kind of experience do you have working with teens and/or children?

What skills and experiences do you bring to the GCGR Program?

Additional information/comments:

Updated 1/18/2018



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