



VOLUNTEER OPPORTUNITY JOB DESCRIPTIONS

Thank you for your interest in providing your time and talents to our organization! With the exception of the Day-of-Event volunteers, all of these positions are **NEW** and require **creative thinkers** to bring the concepts and Teams to fruition. As a very small organization that wishes to serve the most girls possible, we must rely on volunteers to work in a responsible and professional manner to form and support infrastructure. In addition to the estimated time commitment listed, we anticipate monthly Team meetings.

While your position is unpaid, you are extremely important to help move our mission forward. Thank you!

Descriptions are not all-inclusive.

VOLUNTEER LIAISON - Administrative support for Council Director - Access our email to respond to inquiries via email at least once per week. Contact and interview potential volunteers to determine their interests in helping GOTR. Assist with placement on team. Once placed in a volunteer role, follow-up with them to ensure that the volunteers are enjoying their work with us. Assist with ideas about how to attract volunteers. Time commitment: 1 – 5 hours per week

Team Coordinators (descriptions are not all-inclusive)

SPONSORSHIP COORDINATOR - Work with Team Neda members (as they come on board) to obtain sponsors. Research and recruit sponsors. Maintain overall listing of individuals, companies and organizations contacted, dates, notes and outcomes. Ability to create a database of sponsorship opportunities and deadlines that can be easily accessed (or ability to find a volunteer who can build set this up.)

Time commitment: minimum 1 – 2 hours, 2 – 3 days per week

RESOURCE COORDINATOR - Work with Team Pearl members (as they come on board) to obtain events that lead to funding. Research and recruit for event resources. Maintain overall listing of individuals, companies and organizations contacted, dates, notes and outcomes. Help plan and execute the event. Time commitment: Approximately 2 – 3 hours per week, additional hours may be needed as a planned event gets closer.

TEAM GO COORDINATOR - Maintain a listing of “Girls who are Older” volunteers (as they come on board). Research sources and recruit GO volunteers. Organize available volunteers into positions. Work with Go Team Developers and each team above to coordinate placements (GO Team members can help with any of the other volunteer teams). Remain in contact with volunteers. Time commitment: 1 – 2 hours, 2 – 3 days per week

NEW PROGRAM COORDINATOR - Work with Council Director and Team Goldie members (as they come on board) to create and execute marketing plans and materials to attract and establish new program sites. Maintain overall listing of sites, individuals contacted dates, notes and outcomes. Marketing strategy experience and experience with another youth organization highly desired. Time commitment: Approximately 10 - 15 hours per week, additional hours may be needed during peak recruitment times.

STORY COORDINATOR - Work with Team Sage members (as they come on board) to obtain and write engaging stories. Research and write engaging stories that capture the work of GOTR and engage specific audiences. Coordinate days and locations with team members, coaches and other interviewees. Maintain a calendar. 1 – 2 hours, 2 – 3 days per week

DAY-OF-EVENT COORDINATOR – Work with Team Ollie volunteers (as they come on board). Research and recruit volunteers. Maintain a listing of volunteers and a calendar of events. Contact volunteers when there is an event and determine availability for that day. Organize available volunteers into positions. Remain in contact with volunteers at least once per week prior to the event to keep them interested and informed. Confirm their attendance before the event. Organize the volunteer tent the day of event, including check-in listing. Thank volunteers after event. Attend event meetings within a committee, when needed. Time commitment: 1 – 15 hours per week, when there is an event; hours increase closer to the event day.

Team Member Job Descriptions

Team Neda: Sponsors

SPONSORSHIP RESEARCHER – Work with a variety of people and other sources to research and identify the best potential sponsors/donors for our Council, running seasons, and/or annual events. Maintain listing. Identify connections to that sponsor/donor, e.g. a parent of someone in the program, a board member friend, etc. Qualified candidate should possess excellent computer skills. The candidate must be highly organized with the ability to implement systems and follow-up processes, effectively work under pressure, and use independent judgment to distinguish and identify funding opportunities. Must be self-motivated, detail-oriented, and have experience using online databases and other sources. Time commitment: minimum 2 – 4 hours, 2 – 3 days per week

SPONSORSHIP RECRUITER – Contact, meet and negotiate with potential sponsors to obtain funding for our Council, running seasons, and/or annual events. Maintain listing of individuals, companies and organizations contacted, dates, notes and outcomes. Excellent people and follow-up skills needed. Time commitment: minimum 2 – 4 hours, 2 – 3 days per week

Team Pearl: Event Resources

RESOURCE DEVELOPER– Source various individuals who are willing to hold an event at their place of business, home, or elsewhere in support of GOTR. Maintain listing of individuals, dates, notes and outcomes. Help plan and execute the event. For example, a happy hour that has proceeds to benefit GOTR or a store one-day shopping event. Time commitment: Approximately 1 – 2 hours per week, additional hours may be needed as a planned event gets closer.

Team Goldie: Program Development

PROGRAM MARKETING – Work with Council Director and Team Goldie members to create and execute marketing plans and materials to attract and establish new program sites and maintain current sites. Marketing strategy experience and experience with another youth organization highly desired. Ability to translate into a program and materials the understanding of what attracts a school to want to participate, and what attracts girls and her parents to register. Assist with implementation of the plan. Time commitment: minimum 5 – 6 hours, 2 – 3 days per week until program is created; As needed after implementation to analyze and tweak.

PROGRAM RESEARCHER - Identify the best potential sites for our Council. Identify connections to that site, e.g. a parent of someone in the program, a board member friend, etc. Identify and keep listing of names, email addresses, site address for principal(s), assistant principals, counselors, athletic teachers/directors. Excellent computer skills required. Must be highly organized with the ability to implement systems and processes. Must be self-motivated, detail-oriented, and have experience using online databases and other sources. Time commitment: minimum 3 – 4 hours, 2 – 3 days per week

PROGRAM OUTREACH - Contact potential schools to obtain new program sites for our Council. Maintain listing of individuals and schools contacted, dates, notes and outcomes. Set up appointments for Council Director with decision-makers and/or influencers. Excellent people, communication (in person, writing and on the phone) and follow-up skills needed. Time commitment: minimum 3 – 4 hours, 2 – 3 days per week

PROGRAM ANALYST – Ensure surveys of girls, families and coaches are accurately data entered, maintained, and analyzed. Ability to use Excel and Word or other analytical tools/software. Gather surveys from sources and ensure accurate input. Compare data from pre- and post-seasons to other seasons and years. Aggregate data. Look for trends in data. Use analysis to interpret data. Report findings. Time requirement: (estimate) 8 hours toward the beginning of each season and then 10 – 12 hours at the end of the season.

Team Sage: Story development

STORY LIAISON/WRITER - Create a lively but factual story from facts and information to convey the essence of the program to the reader to keep him/her interested in and engaged with the organization. Take photos to match stories, if applicable. Ability to interview coaches, girls and/or family members to gather stories and testimonials. Ability to attend an event and gather anecdotal information from the event to use in letters, grants, marketing materials, etc. Must enjoy writing to specific audiences with the ability to tailor writing style appropriately. Time requirement: Varied, depending on visiting programs and events. Provide stories within 24 hours, if needed for press release. Other deadlines may be needed for grants, etc. To be determined.

MEDIA RESEARCHER - Create and maintain an accurate list of Media contacts. Ability to use online and other resources to find contacts who might be interested in Girls on the Run. Requires research within various media outlets- locally and regionally. Create and maintain a database of outlet, names, emails, phone numbers, interests, stories. Research calendar listings and requirements for calendar postings. Find society pages, deadlines for submissions, etc. Research instances of mentions of Girls on the Run in publications. Time requirements: Minimum 1 hour per week.

Team GO: Multi-generational Outreach

TEAM GO DEVELOPER - Be the ambassador who sources “Girls who are Older” to provide a multi-generational connection to the program. Go Team volunteers will provide an example of empowered women in the community. Time commitment: 1 – 2 hours, 2 – 3 days per week

Team Ollie: Day-of Event

DAY-OF-EVENT VOLUNTEER – Weekday, Weekday evening, Weekend

- A. Register for and show up for the event to assist where needed. Time commitment: Approximately 4 to 8 hours in one day. May be some training in advance (if needed).
- B. Go to a variety of community fairs during the year to be stationed at a booth and talk-up GOTR. Take registrations, volunteer names, or program inquiries, etc. Training required. Time commitment: each fair is 3-4 hours. One – two hours of training initially.
- C. When we are hosting a 5K event: Bring promotional materials to other organizations’ race events and put on parked cars of attendees. Time commitment: 2-3 hours in the early hours of the morning on weekends, per a calendar