



# RUNSPORT

## Position Description: RunSport Clinic Coordinator

Clinic Coordinator responsibilities include:

- Communicating with Clinics Manager in lead up to and during clinic.
- Overall management of clinic.
- Recruitment of Run/Walk Leaders, based on one leader for each of the five pace groups, plus one additional leader per eight participants once clinic numbers exceed 20.
- Provision of Clinic Run/Walk Leader names and contact information to Clinics Manager.
- Preparation, coordination, and/or presentation of regular topics at clinics, please refer to Leader Guide and Training Guide for guidance on frequency, timing and resources.
- Attendance at RunSport sponsored training session (Sat., Jan 12<sup>th</sup> 2019) and **provision of current (within three years) CPR certification prior to clinic start date.** Note that CPR training is available at no charge for those requiring it at the January training session.
- **Criminal Record Check via online system (eCRC) or provision of original paper CRC from your police department. Note that CRC must include vulnerable sectors check.** You will be provided with a link to register online OR a letter requesting this check and indicating your volunteer status with the program.
- Working with Walk/Run Leaders to ensure they attend training session and hold valid CPR certification and Criminal Record Check clearance.
- Adherence to host centre policies and procedures and compliance with the centre's established operational protocols and reporting requirements.
  - Adherence to host facility Child Protection Policy and Procedures as relevant.
  - Ensuring an understanding of site specific safety and emergency procedures (to be provided through orientation with facility staff) by all RunSport volunteers.
  - Ensuring familiarity with host facility and their relevant policies / procedures, through attendance at Recreation Centre orientation (to be provided by host facility staff as needed).
- Recruitment / confirmation of guest speakers who will hold brief (15 min.) talks for clinic participants at the beginning of many clinic sessions (note that sponsorship agreements will help to define which clinics will be / should be most engaged with speaking opportunities and our 2019 training program will generally mean a speaker every three weeks, during recovery week).
- Ensuring all participants in attendance are registered for the clinic.
- Ensuring all clinic participants complete medical history/waiver forms.
- Ensuring Leaders are equipped to handle First Aid incidents during clinic training sessions (leaders to carry basic first aid supplies in kids supplied by RunSport - and cell phones in case of emergency).
- Identification of run/walk routes in area; sharing route information with Run/Walk Leaders and participants.
- Coordination of participants and Run/Walk Leaders as required.



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- Assignment of participants to pace groups based on their interest and ability.
- Presentation of RunSport training program to participants.
- Assisting Run/Walk Leaders to manage groups as necessary.
- Leading and supporting participants throughout the 14-week training program.
- Following the provided training schedule throughout the 14-week program.
- Availability in a leadership role at all RunSport Training Clinic designated sessions. If for any reason you are unable to attend a session, confirm a suitable replacement for the session and advise the Clinics Manager of the change.
- Registration of your clinic team to the TC10K race will be automatically set up through Race Roster for 2019.
- Inform clinic participants of the specifics of the TC10K race, including where and how to pick up their race packages on the designated dates prior to the TC10K.
- Abide by all sponsorship guidelines detailed by the RunSport/TC10K pertaining to clinics and consult with the TC10K to ensure no sponsorship conflicts arise.
- Abides by the direction from the Clinics Manager with regard to social media, social media pages and groups and digital communication. Clinic Coordinators will generally send out weekly emails to their clinic participants and Group Leaders also email their groups weekly. Only official RunSport Clinics pages/groups shall be used to communicate with clinic participants on social media. Clinic groups will be set up by the Clinics Manager and will add coordinators (or other authorized parties) as an administrator to the page to communicate clinic and event information to participants on Facebook. Posting photos and regular updates on your clinic group is encouraged and supported.

RunSport Clinics couldn't happen without our Clinic Coordinators! As thanks for your significant contributions, benefits to participating as a RunSport Clinic Leader include:

- CPR & clinic-related training
- Leader apparel
- 3 month facility access pass to the facility at which you are leading (where fitness facilities exist)
- Technical t-shirt
- Complimentary race registration, including participant shirt
- Honorarium of \$10 per clinic participant, with a minimum honourarium of \$200 and maximum of \$800.