



Role Outline: Run Coordinator

ROLE: Run Coordinator

RESPONSIBLE TO: Club Committee

Ideally you'll be:

- Well organised;
- Good at communicating;
- Enthusiastic and approachable;
- In tune with the club priorities;
- Good at team building

Responsibilities:

- Coordinate official club runs and training sessions (currently Tuesday night club runs and mixed ability training session, pub runs, Friday track, Saturday and Sunday morning runs)
- Ensure club routes are kept up to date and are safe to run
- Get to know all club run leaders and coaches and potential run leaders and coaches and be their main contact
- Ensure that all run leaders and coaches know what they are doing
- Supervise and oversee the role of run leaders and coaches, including their paperwork
- To ensure that facilities used for club sessions are secured after use (currently track, YTRC car park)
- Coordinate the implementation of the run leader and coach recruitment, training and support plans (incl health and safety).
- Organise entry and transport for external events alongside the Social Secretary

- Collate weekly club results and input this information to the Club Blog and Newsletter alongside Webmaster and Secretary
- To ensure the club diary is kept up to date alongside Webmaster and Secretary
- Arrange mentoring (if appropriate) for run leaders and coaches
- Arranging handover or succession planning for the position;
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Undertaking duties in line with Club Policies and Procedures
- To be proactive in asking for help in the event of being unable to fulfil the responsibilities of the role