



# Coach Application

## Background Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ (please circle: home/work/cell)

Alternate Phone: \_\_\_\_\_ (please circle: home/work/cell)

E-mail: \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Educational Background: \_\_\_\_\_

Please list languages other than English in which you are fluent: \_\_\_\_\_

## Employment

Please list current employer:

Current Employer \_\_\_\_\_

Current Position: \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

## Getting to Know You

What attracted you to Girls on the Run?

Have you volunteered before? If so, please list the programs/organizations with which you have worked.

What experience do you have working with children? Please list age and activities with which you have experience:

Please list two-three personal references (name & phone number) who we may contact regarding your ability to coach:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Availability**

Girls on the Run-Chicago sites are located throughout the Chicagoland area, and each site identifies a time that works best for them. We try to place coaches at locations and times most convenient for them. **Coaching requires a flexible afternoon schedule-nearly all sites meet between 2 and 4pm.**

1) What days and hours are you available?

- Monday \_\_\_\_\_
- Tuesday \_\_\_\_\_
- Wednesday \_\_\_\_\_
- Thursday \_\_\_\_\_
- Friday \_\_\_\_\_

2) Often our coaches have an existing relationship with a GOTRC site-are you already connected to a specific site? If so, what site?

3) Do you have a vehicle?

4) Are you able to commit to all the responsibilities on the coach responsibilities list?

**FAX or MAIL application to:  
Emily Sladek  
Volunteer & Community Outreach Coordinator  
Girls on the Run-Chicago  
1643 N Milwaukee Ave, 2<sup>nd</sup> Floor  
Chicago, IL 60647  
FAX 773-342-1266**

Please direct any questions you may have to Emily at 773-342-1250  
or by email at [esladek@gotrchicago.org](mailto:esladek@gotrchicago.org).



## Coach Responsibilities

### Pre-season

- Attend a one-time Girls on the Run-Chicago coach training
- Become CPR/First Aid certified or maintain certification
- Contact site coordinator to discuss site logistics (dates, times, day of first session)
- Pick up coach bin and curriculum binder

### During the season

- Purchase healthy snacks using Dominick's gift card
- Prepare for each session by reading the lesson and reviewing coach bin materials
- Arrive at site at least 15 minutes early for each session
- Attend GOTRC sessions twice a week
- Read weekly coach notes and respond when appropriate
- Record attendance at each session
- Wait until all girls are picked up after each session
- Administer pre and post survey instrument and arrange mailing back to the GOTRC office
- Arrange for substitute coach if you cannot attend a session (consult list of substitutes) and inform GOTRC staff when a substitute is identified
- Attend mid-season coach meeting
- Return any materials (i.e., paper 5k registration forms, Wondergirl nomination forms, and pledge drive forms and money) to the GOTRC office
- Help recruit running buddies to run the 5k with your girls
- Attend the end of season 5k with your girls
- Provide a fun end of season celebration for the last session
- Demonstrate a positive encouraging demeanor and a healthy lifestyle
- Be your wonderful self with the girls at all times and above all have fun with them!

### Post season

- Return coach bin
- Turn in receipts with reimbursement form for end of season party expenses

**I agree to perform the above responsibilities to the best of my ability.**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_