



## S2F CLUB DIRECTOR POSITION DESCRIPTION

### Position Title:

Start2Finish Club Director

### Purpose of the Position:

We are seeking for individuals with a strong interest to assist in building the capacity of Start2Finish in their respective community by being a Club Director, facilitating the program on a weekly basis and managing the operation of a Running & Reading Club at a school.

### Works with:

- Volunteer and Community Engagement Manager
- Regional Manager (where applicable)

### Primary Duties and Responsibilities:

- Recruit volunteers locally
- Liaison between school (Regional Manager will support where applicable), volunteers and Start2Finish office
- Oversee program, recruit and direct volunteers delegating weekly responsibilities and volunteer captains to support different areas
- Welcome and orient new volunteers throughout the program year (e.g., if volunteer misses the orientation at the beginning of the year, pair the new volunteer with a returning and experienced volunteer to become familiar with the program) *(We suggest appointing a New Volunteer Care Captain to help in this area)*
- Come prepared to lead volunteers and students through the weekly program, making adaptations if necessary
- Send weekly email communication to coaches as needed
- Manage administrative details as they arise in relation to the program *(\*We suggest appointing a volunteer Administrative Captain to help in this area)*
- Ensure journals are assembled, given to participants, and filled out weekly *(\*We suggest appointing a Reading/Journal Captain to help in this area)*
- Organize full group readings throughout the year and oversee Reading Challenge with programming provided by Start2Finish staff *(\*We suggest appointing a Reading/Journal Captain to help in this area)*
- Organize shoe orders and volunteers to distribute shoes to students at the end of the year before 5K challenge
- Networking and promoting Start2Finish locally as a S2F ambassador
- Connecting with various channels to communicate the volunteer opportunity

### Qualifications

- Demonstrates the ability to lead by influence
- Great interpersonal and relationship skills
- Enthusiastic about the mission of Start2finish
- Self-motivated

**Orientation & Training**

Orientation about Start2Finish and its program will be provided by head office

**Commitment Required**

Commitment to the entire program for at least one year

Updated March 2022