



# Role Outline: Zero-5k Crew Co-ordinator

**RESPONSIBLE TO:** Club Committee

**COMMITMENT/DURATION:** Elected position for the membership year

**PREVIOUS EXPERIENCE REQUIRED:** None

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## Role Purpose:

The primary responsibility of the Zero-5k Crew Co-ordinator is to lead the Club's Zero-5k programme and associated activities.

## Typical Responsibilities:

- Co-ordination and promotion of Zero-5k programmes
- Attendance at Zero-5k sessions, with a leading responsibility
- Co-ordination of run leaders to support the delivery of Zero-5k sessions
- Management of Zero-5k inbox, including communicating to members and interested parties
- Co-ordination of Zero-5k graduation event, including liaising with parkrun, sourcing buddies, medals etc
- Reporting on the outcomes of Zero-5k programmes to the committee
- Liaising with relevant local partners on their engagement, with a view to referrals for Zero-5k programmes

## Skills and traits

- Can communicate effectively
- Good organisational skills
- Run Leader qualified (desirable)

## Key Relationships

- Club Committee
- Management Team
- Club members
- New members

## Time commitment

- Attendance at Zero-5k sessions
- Attendance at the end of season awards and AGM
- This role tends to be seasonal, as such it demands more time in the lead up to running Zero-5k programmes but, does not require involvement year round