



# Role Outline: parkrun 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 parkrun Co-ordinator is to lead the Club's parkrun activities.

## Typical Responsibilities:

- Coordinating monthly parkrun tours (75% of which should be voted on by members, 25% of which can be the coordinators choice)
- Promote local parkrun events
- Monthly parkrun reports for the newsletter
- Input into the end of season awards presentation and AGM
- Coordinate an annual takeover of Crawley based parkruns, ensuring that the club alternates the venue of the takeover annually.

## Skills and traits

- Can communicate effectively
- Good organisational skills

## Key Relationships

- Club Committee
- Management Team
- Club members

## Time commitment

- Attendance at parkrun tours (where possible)
- Attendance at the end of season awards and AGM
- 2-3 hours a month admin plus the tour