



Position Description: TC10K Clinic Coordinator

Clinic Coordinator responsibilities include:

- Communicating with Clinic Manager in lead up to and during clinic.
- Overall management of clinic.
- Recruitment of Run / Walk Leaders, based on one leader for each of the four pace groups, plus one additional leader per eight participants once clinic numbers exceed 20.
- Provision of Clinic Run / Walk Leaders names and contact information to Clinic Manager.
- Preparation, coordination, and/or presentation of weekly topics at clinics, please refer to manual for guidance.
- Attendance at TC10K sponsored training session (Sun., Jan 10th 2016) and **provision of current (within two years) CPR certification prior to clinic start date**. Note that CPR training is available at no charge for those requiring it at the January training session.
- Provision of **original, current (within three years of program end date; five years for District of Saanich facilities) Criminal Record Check from your local police department**. *Note that CRC must include vulnerable sectors check*. You will be provided with a letter requesting this check and indicating your volunteer status with the program, to take to your local police department.
- Working with Walk / Run Leaders to ensure they attend training session and hold valid CPR certification and Criminal Record Check clearance.
- Adherence to host centre policies and procedures and compliance with the centre's established operational protocols and reporting requirements.
 - Adherence to host facility Child Protection Policy and Procedures as relevant.
 - Ensuring an understanding of site specific safety and emergency procedures (to be provided through orientation with facility staff) by all TC10K volunteers.
 - Ensuring familiarity with host facility and their relevant policies / procedures, through attendance at Recreation Centre orientation (to be provided by host facility staff as needed).



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- Recruitment / confirmation of guest speakers who will hold brief talks for clinic participants at the beginning of most clinic sessions. (Note that sponsorship agreements will help to define which clinics will be / should be most engaged with speaking opportunities.)
- Ensuring all participants in attendance are registered for the clinic.
- Ensuring all clinic participants complete and hand in medical forms.
- Ensuring Leaders are equipped to handle First Aid incidents during clinic training sessions (leaders to carry ice packs, band aids – to be provided by host facility - and cell phones in case of emergency).
- Identification of run / walk routes in area; sharing route information with Run / Walk Leaders and participants.
- Coordination of participants and Run / Walk Leaders as required.
- Assignment of participants to groups based on their interest and ability.
- Presentation of training program to participants.
- Assisting Run / Walk Leaders to manage groups as necessary.
- Leading and supporting participants throughout the 14 week training program.
- Following the provided training schedule throughout the 14 week program.
- Availability in a leadership role at all TC10K Training Clinic designated sessions. If for any reason you are unable to attend a session, confirm a suitable replacement for the session and advise the Clinic Manager of the change.
- Registration of your clinic team to the TC10K race (complimentary registration code to be provided).
- Ensuring all clinic participants and run leaders register for TC10K (complimentary registration codes to be provided).
- Inform clinic participants of the specifics of the TC10K race, including where and how to pick up their race packages on the designated dates prior to the TC10K.
- Abide by all sponsorship guidelines detailed by the TC10K pertaining to clinics and consult with the TC10K to ensure no sponsorship conflicts arise.



TC10K Clinics couldn't happen without our Clinic Coordinators! As thanks for your significant contributions, benefits to participating as a TC10K Clinic Leader include:

- CPR & clinic-related training
- Leader apparel
- 3 month facility access pass to the facility at which you are leading (where fitness facilities exist)
- Technical t-shirt
- Complimentary race registration, including participant shirt
- Honorarium of \$10 per clinic participant, with a minimum honorarium of \$200 and maximum of \$800.