



## Position Description: TC10K Run / Walk Leader

Run / Walk Leader responsibilities include:

- **Attendance at training day (January 10, 2016), including completion of CPR certification if not already certified.** All Run / Walk Leaders must attend this session.
- **Provision of valid (within two years) CPR certification in advance of clinic start date.**
- **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 Clinic Coordinator to organize run / walk routes in area.
- Familiarity with run / walk routes starting and ending at your host facility.
- Leading and supporting participants throughout the 14 week training program.
- Supervising / supporting designated run and/or walk groups and ensure group stays together.
- Following the provided training schedule throughout the 14 week program.
- 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).
- Being prepared to handle First Aid incidents during clinic training sessions (leaders to carry ice packs, band aids, cell phones in case of emergency).
- 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 Coordinator of the change.
- 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.

We appreciate your help in making these clinics happen! 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