SUMMARY: The 5K Race Coordinator oversees the coordination and successful implementation of the 5K Celebration. The Race Coordinator is responsible for managing aspects of the Girls on the Run Spring 5K Celebration.

Reporting to the Council Director, the Race Coordinator would be a contract position, working an **AVERAGE of 2-4 hours per week from January to June.** Compensation for the position is $1,500 without benefits. Work hours would include evenings and weekends. Works remotely and occasionally at the GOTRST Office in Bath.

**Key responsibilities of the 5K Race Coordinator include:**

- Oversees the coordination and implementation of the 5K Celebration
- Coordination throughout the entire 5K Celebration
- Set dates and times with a venue for the event; in addition to communicating any logistics to the venue
- Recruit, communicate and oversee ALL 5K volunteers (including the recruitment and communication with Running Buddies)
- Organize and communicate any logistics with vendors
- Develop and maintain a 5K Celebration Timeline with the help of Council Director, GOTR staff and Steering Committee members
- Organize, recruit, and manage the Steering Committee (monthly meetings from February to June)
- Monthly updates with the Council Director regarding the planning of the 5K Celebration
- Communication to all volunteer coaches regarding the details of the 5K Celebration (either through Mid-Season Reception, a GoToMeeting, or recorded webinar)
- Identify sponsors and assist in disseminating sponsorship packet to returning sponsors and potential sponsors (ensure knowledge of sponsorship benefits)
- Assist with obtaining supplies, and creating any materials that may be needed for the 5K Celebration (this includes transporting supplies to the venue, and transportation of supplies back to the GOTRST office)
- Any other activities necessary for a successful 5K Celebration
QUALIFICATIONS

• Demonstrated proficiency to oversee all aspects of a 5k race and the ability to work with and direct key race committee leads and volunteers.
• Passion for GOTR’s mission and the ability to communicate our program goals and objectives.
• Outstanding communication skills in multiple environments and with a range of audiences (internal and external).
• Very detail oriented, flexible and adaptable.
• Ability to multitask, prioritize, make efficient decisions and delegate.
• Ability to work in a fast-paced environment and under pressure.
• Working knowledge of MS Office products and experience managing race site databases.

Preferred

• Previous experience of event planning ideally serving between, 500 and 1,500 people.
• Experience with Girls on the Run (or other similar youth or wellness programs).
• Non-profit experience.
• Connections to the local community.

To Apply: Submit cover letter and resume to gotrst@ihsnet.org by August 13, 2019.