



Anderson Race Management (ARM) is your first stop for race planning and promotion. Whether you're starting with an idea, you've got your course set and just need the equipment, or you could use a little help with registration, timing and results, Anderson Race Management can get you to the finish line.

The timer is responsible for the management of all aspects of timing related to various ARM events and the maintenance of the timing equipment. This position allows runners to achieve their dreams by providing them with their race times and results at various arm events. You would need to be technologically savvy, enjoy fast paced environments and not get flustered easily. You need to be detail focused, have good problem solving and possess a "can do" attitude. This is a part-time hourly position with hours increasing May-October during the peak of the road racing season.

**Compensation:** Hourly position

**Hours:** 5-20 hours per week increasing during the season and decreasing in off-season

**Schedule:** Flexible but **Must** be available weekends for events.

**Responsibilities:**

- Meet with the team/clients to identify what is required for the results for an event.
- Creating a plan for the event timing.
- Setup software for events, including entrant data.
- Prepare and test timing equipment and other hardware.
- Manage the on-site timing: setting up equipment, scoring the race, management of results, posting of results and problem solving.
- Provide stats, information about finishers results as well assisting runners with questions.
- Manage timing equipment, maintain and performing upgrades and repair when necessary.
- Preparation of timing chips/race numbers for events.
- Create weekly status updates and attend all staff meetings when requested.
- Prepare documentation pre and post event (Event reports, recaps and others as requested).
- Provide documentation of timing processes and equipment set ups.
- Travel to events, work in all-weather conditions on weekends and extended hours (early mornings, late nights).

**Required skills:**

- Able to navigate technology, including basic networking and Microsoft business applications.
- Ability to collaborate well with others.
- Able to manage others professionally.
- Possess a working cell phone and vehicle.
- Possessing grace under pressure-issues arise and you need to be able to think on the fly.
- Excellent written and verbal communication skills.
- Strong customer service and leadership skills.
- Ability to lift heavy equipment greater than 25-50 lbs.
- Ability to work in a fast paced, ever changing environment either individually or as a team.
- The ability to interact professionally with staff (at all levels) and clients in a fast-paced environment with a high level of professionalism and confidentiality.
- Own strong organization skills and attention to detail.
- Possess a strong working knowledge of safety awareness for events.
- Possess strong decision-making skills, attention to detail and the ability to analyze data.



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- Possess a mid-level degree of computer expertise and must be willing to continue to expand your knowledge base.
- You must be eager and capable of learning software programs on your own.

**Preferred Skills:**

- Ability to work independently and self-motivated to meet deadlines in a timely manner.
- Ability to work from your home.
- Flexible and able to simultaneously work on various projects
- Detail orientated with the ability to thrive in a fast-paced environment.
- Works well under pressure and with tight deadlines.
- USATF and technical knowledge of road racing preferred.
- CPR/AED and First Aid Certification preferred.
- Energy and enthusiasm to support ARM's mission and growth initiatives
- Self-motivated and able to learn timing system and processes on own.

Interested candidates should submit resumes via email to Lois Hippen at [lois@andersonraces.com](mailto:lois@andersonraces.com)