



Job Description:

We are currently seeking a part-time Volunteer Coordinator/Office Assistant with a passion for the endurance sports and events industry. The ideal candidate has a passion for the volunteer spirit, a positive attitude, and thrives in a team setting. Additionally, the ideal candidate will be highly organized and self-motivated with strong service and administrative skills.

Responsibilities Include:**Volunteer Coordinator:**

- Recruit volunteers and assist volunteer groups and individuals with registering on our volunteer management system, RunSignUp
- Work with the Project Managers to meet their events volunteer needs
- Lead the ongoing effort to improve the volunteer experience, including assisting in planning volunteer appreciation events and rewards
- Prep volunteer equipment and supplies on an event-by-event basis
- Answer volunteer questions about events via email and in-person at events
- Produce quarterly volunteer newsletter
- Meet with the Director of Participant Services and Volunteers bi-weekly
- Manage volunteers at weekend events

Office Assistant:

- Maintain a professional and welcoming environment in our reception area, copy rooms, and conference rooms
- Greet each person who walks into the office warmly and professionally with a positive attitude
- Answer phones and direct calls to the appropriate person
- Manage, maintain inventory, and order office & kitchen supplies
- Attend monthly staff meetings on Tuesdays at 9:00 am
- Assist in the planning of quarterly professional development meetings
- Other duties as assigned

Qualifications:

- Excellent communication skills, written and verbal
- Proficiency with Outlook
- Must be a self-starter with the ability to work both independently and as part of a team
- Must be highly organized and able to manage multiple projects, specifically with time constraints
- Familiarity with volunteer recruitment is a plus
- Ability to quickly troubleshoot problems
- Solid interpersonal and relationship building skills
- Ability to travel and work some nights and weekends as needed
- Ability to lift up to 40 pounds
- Ability to work out of our Fitchburg, WI office

Please e-mail cover letter and resume to Race Day Events: work@racedayevents.com