



Job Title: Operations Manager

Updated On: 02/07/2023

Reports to: Vice President of Operations & Race Director

Work Location: Akron Marathon Charitable Corporation, 155 E. Voris Street, Akron, OH 44311

Job Type: Full Time

Summary: The Operations Manager must exercise independent judgment in the management of the race areas listed below in a manner consistent with the organization's mission, budget, and strategic goals and have sufficient experience and confidence to do so without day-to-day supervision, and provide timely, periodic project reports to the Vice President of Operations & Race Director.

Responsibilities include but are not limited to:

- **Inventory & Warehouse Management**
 - Obtain quotes and purchase equipment & supplies according to budget
 - Oversee, organize, and inventory all supplies
 - Receive deliveries
 - Stage and prepare equipment for race weekend pick-ups
- **Signs & Supply Management**
 - Obtain quotes and purchase additional signs/banners according to budget
 - Organize and inventory all signs & banners
 - Truss management, inventory, building, transportation, and set-up at event venues
- **Kids Fun Run Management**
 - Kids Fun Run committee management, schedule of events coordination, set-up, tear-down, equipment & supplies
- **Course Support**
 - Assist in planning and preparing the racecourse for race series events including course marking & support
 - Bicycle Services management & coordination
 - City Trash Box & Sign management & coordination
 - Clock management & coordination
 - Exchange Zone supply order & coordination
 - Fluid Station order & coordination
 - Lead Vehicle management & coordination
 - Pace Team coordination
 - Portable Restroom placement, order, & coordination
 - Sound management & coordination at various venues
 - Timing mat management & coordination

- **Additional Responsibilities**
 - Information Binder management & coordination
 - Gather yearly event merchandise/event collateral for archives

Requirements

- Ability to lift heavy objects
- Ability to multi-task and work under pressure
- Ability to work race series event weekends
- Ability to work under stress and deadlines
- Excellent people skills
- Excellent critical thinking skills
- Pleasant and active personality
- Proven experience in event planning/operations within a sport organization
- Proven project management and organizational skills
- Strong organizational and time management skills
- Supply own transportation

To Apply

Interested and qualified candidates should email resume to info@akronmarathon.org