



Job Title: Associate Race Director

Updated On: 02/27/2024

Reports to: Vice President of Operations & Race Director

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

Job Type: Consultant or Part-Time Employee

Summary: The role of Associate Race Director is to assist the Race Director in promoting the events and organizing and managing logistics along the racecourse(s) and provide timely, periodic project reports to the Vice President of Operations & Race Director.

Responsibilities include but are not limited to:

- Course Management of the following areas across all events:
 - Prior to Race Weeks
 - Course Measurement
 - Course Marking
 - Monitor Road Conditions
 - Branch Management
 - Race Week:
 - Monitor Road Conditions
 - Check fluid station hydrants & resolve issues
 - Check supply/equipment deliveries and placement of cones, restrooms, signs, tents
 - Manage the building of the Sand Run bridge over the Ford
 - Start & Finish Line set-up
 - Ordering, Management & Placement of Provisions Along the Course:
 - Aid Stations
 - Cones
 - Exchange Zones
 - Fluid Stations & Hydrants
 - Energy Gel Stations
 - Mile/Kilometer Markers
 - Restrooms
 - Signs & Supplies
 - Timing Mats
- Attend and be an Active Member in the following:
 - Course Committee Meetings
 - Lead Branch Meetings
 - Staff Meetings

- War Room Meetings
- Additional Responsibilities:
 - Attend community events, race expos, group runs as needed

Requirements

- Ability to lift heavy objects
- Ability to work race series event weekends, evening hours, and weekends as identified
- Ability to adapt to changing dynamics, multi-task and work under pressure
- Ability to meet deadlines
- Excellent critical thinking skills
- Excellent oral, written communication and computer skills
- Excellent people skills
- Pleasant and active personality
- Proven experience in event planning/operations within a sport organization
- Proven leadership capability and experience
- Proven project management and organizational skills
- Public relations and diplomacy skills
- Strong organizational and time management skills Supply own transportation, valid driver's license

To Apply

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