

Course Operations Director

This position will serve as the Event Course Director, working closely with the team leads and volunteers to manage all course planning, logistics and execution. The Event Course Director responsibilities include:

- Supervise and lead the course team, including swim, bike, and run for multisport, run course for running events, and trail course for trail run team members.
- Develop, design, measure, and develop event course, including map development, safety and traffic management needs, and support requirements.
- Ensure that course team leads communicating with each other as appropriate.
- Work with Event Director to integrate and align all sector personnel, including communications with police, public works, safety services, medical, aid stations, etc.
- Schedule and lead all course meetings, including in-person meetings and conference calls
- Work closely with police and public works to determine road closures and officer requirements
- Determine and manage course barricade and coning needs, and develop implementation plan
- Work with team leads outside vendors to ensure proper coning and barricading of the course
- Schedule meetings and site visits with police, team leads, course team, volunteers, vendors and other jurisdictional partners as needed to ensure proper execution on race week
- Work with Event Director to ensure all required sponsor activations are integrated into course planning and execution
- Work with Volunteer Experience to develop a robust plan for community outreach to residents, businesses, and churches along the course, including Electronic Message Boards, door-to-door flyers, yard signage and inclusion in relevant community newsletters
- Consult with medical support to determine medical locations and SAG processes
- Develop and implement aid station plans to determine logistics, supplies, refueling, and volunteer needs
- Design, plan, and execute various course elements, including course turnarounds, course splits, directional needs, special signage, etc.
- Determine transition, corral fencing, and signage needs and work with vendors for placement and strike.
- Develop pre-event and after-action activities, including load and unload, warehouse clean-up, vendor after action, etc.

Skills/Characteristics

- Self-Motivated, can work independently
- Team work, supports team-oriented culture
- Creative and critical thinking
- Communications/ Public Speaking
- Computer Skills, experience with MS Office products, including MS Visio
- Strong Organizational Skills
- Database Management
- Project Management
- Volunteer or group facilitation

Qualifications:

Qualified individuals need the ability to work independently and with a team. Must work across team structure to facilitate communication. Experience with event management and organizing complex events with multiple activities and sites. Must have data entry, excellent verbal and written communication skills, and ability to multitask and prioritize tasks. Must be able to work and show grace under pressure. Demonstrated ability and willingness to work weekend hours. Must be able to commit hours during the weekday in planning.

Job Type: Part-time, must be able to commit to average 15-18 hrs/week year around; peak hours during April – October.

Compensation: Base rate; commission and event profit share opportunities