



PERMISSION TO START DREAMING FOUNDATION

Race For A Soldier Half Marathon & 5K Volunteer Coordinator: Under the direction of the race directors, manage the recruitment and assignment of all Race For A Soldier captains and volunteers.

Hours: Part Time (May through September/ Race Day): hours will increase leading up to race weekend

Starting Wage: Negotiable

Race For A Soldier Weekend: September 22-24, 2017

Interested? Send a one page resume and two paragraphs why you are the **RIGHT** person for the job to: miguelgaleana@yahoo.com

Key Responsibilities:

- Recruit volunteers through outreach to local organizations such as: churches, fraternal groups (Rotary, Elks, etc.), and through social media outlets (in coordination with our marketing committee), and in person at special event booths.
- Volunteer management:
 - **Pre-event:** Assign volunteers to specific tasks:
 - Water stations
 - Course marshals
 - Pre-registration Expo Packet Pick-Up, September 22 & 23
 - Track all volunteer contact information and shirt sizes
 - Communicate to volunteers leading up to race weekend via phone and or email
 - **Race Weekend:** Friday-Sunday
 - **Friday & Saturday:** Setup and manage Expo (registration & packet pick-up) at Wesley Inn / Best Western both Friday and Saturday
 - **Race Day:** Sunday
 - Coordinate volunteers for registration, packet pick-up etc. (early setup)
 - Manage race day placement of course marshal volunteers
- **Required Skills: What you can do!**
 - Proficient with Microsoft Excel and Word as well as database entry
 - Comfortable communicating on the phone and via email, sometimes at high volume
- **Personal Characteristics: Who you are!**
 - Enthusiastic
 - Enjoy having fun
 - Organized, task oriented and know how to prioritize
 - Collaborative leader and team player
 - Patient

