

RUN WILD MISSOULA OPERATIONS & EVENTS COORDINATOR



Position Posting

Run Wild Missoula is seeking an Operations & Events Coordinator to be part of our dynamic team that provides running and walking opportunities to people of all ages and abilities. Are you detail oriented, self-motivated and interested in the active and healthy lifestyle that is part of Missoula's culture? Then we are looking for you! Please peruse the job description and the RWM mission and core values to follow.

To apply simply email a cover letter, resume (with three references) to:

Trisha Drobeck
trishad@runwildmissoula.org

The application deadline is **Friday, September 24, 2021**. It is expected that applicants selected for interviews will be notified no later than October 1, 2021.

Should you need more information about the position or Run Wild Missoula, please contact Trisha Drobeck at trishad@runwildmissoula.org; or by phone at 406-544-7073. You can also learn more about Run Wild Missoula by visiting www.runwildmissoula.org.

Run Wild Missoula is a 501(c)(3) non-profit organization with the mission to promote and support running and walking for people of all ages and abilities. With more than 1,500 members, we are the largest running club in Montana; and, one of the largest in the northwest. We conduct a dozen races each year, as well as training classes, social activities, guest speakers and training groups.

RUN WILD MISSOULA OPERATIONS & EVENTS COORDINATOR

Job Description



POSITION SUMMARY: Year round event management for 12+ Run Wild Missoula races (excluding Missoula Marathon) and administrative support for executive director.

REPORTS TO: Executive Director

POSITION STATUS: Full-Time, Non-Exempt Hourly

SCHEDULE: Flexible schedule as business needs warrant. It is expected that the weekly work schedule will vary significantly during the year based on the RWM event/class/activity schedule.

Weekend, evening and early morning commitments are frequent.

It is expected that the schedule will equate to 40 hours per week when averaged over the course of the year.

SALARY: \$19-21/hr

BENEFITS: 13 paid holidays, accrued paid time off, health insurance stipend, cell phone stipend

DUTIES AND RESPONSIBILITIES:

- Lead coordination and execution of Run Wild Missoula races (excluding Missoula Marathon).
- Communicate timing of social media presence for RWM races.
- Assist with the supervision of volunteers at RWM events.
- Oversee and maintain inventory of all RWM race equipment.
- Provide administrative support to the Executive Director for Run Wild Missoula's day-to-day operations.
- Assist with managing content of the Run Wild Missoula and Missoula Marathon websites.
- As assigned, provide assistance to RWM staff and volunteers with administrative and operational tasks associated with the Missoula Marathon.
- As assigned, assist the Program Coordinator with executing and managing RWM social events, classes and club activities.
- Take care of ordering, receiving, sorting and distributing apparel and merchandise for RWM Club, RWM events and Missoula Marathon.

QUALIFICATIONS:

- Demonstrates enthusiasm for and commitment to Run Wild Missoula's mission to promote and support running and walking for people of all ages and abilities.
- Detail oriented with strong organizational and time-management skills.
- Demonstrates professionalism, positive attitude and integrity as a representative of Run Wild Missoula.
- Past supervision experience and/or volunteer management experience.

- Self-motivated with the ability to function independently at a consistently high level.
- Excellent written and verbal communication skills.
- Ability to build, interact with and effectively lead collaborative teams of staff and volunteers with a wide variety of personalities.
- Demonstrates patience when working under time constraints, in crowded conditions and with frequent interruptions.
- Demonstrates flexibility for attending races, events, activities and meetings.
- Proficiency with general office equipment and Microsoft Office software such as Word, Excel, Publisher and PowerPoint.
- Proficiency with social media platforms such as Facebook, Twitter, Instagram and email
- Possession of a valid Montana Driver's License or willing to obtain.

WORK ENVIRONMENT:

- Primary work location will be the Run Wild Missoula office, located in the basement of 304 N. Higgins. Requires ability to maneuver steps to access the workplace.
- Will require work activities outdoors in a wide variety of weather conditions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit for long periods, reach with hands and arms and talk or hear. The employee is frequently required to use hands to, handle, feel, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 35 pounds. The employee is regularly required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee may be required to operate a motor vehicle in the performance of their duties.

RUN WILD MISSOULA



Our Mission - Our Values

MISSION

Run Wild Missoula promotes and supports running and walking for people of all ages and abilities.

CORE VALUES

1. Honesty, Integrity, Professionalism and Excellence in Reputation;
2. Creation of a community of runners and walkers that:
 - Encourages inclusion and acceptance of all ages and abilities
 - Promotes a fit, active and healthy lifestyle for our members
 - Provides for multiple opportunities to safely participate, train, learn and race for members of all financial means;
3. Giving back to the community in meaningful ways; and,
4. Supporting local vendors, businesses and economy – especially our event sponsors.

More than just words on paper, this Mission and these Core Values guide the decisions we make on our mix of races, use of club resources; member benefits & amenities; community donations and how we support our sport. We hope that you'll continue to join and support us as we work to live up to these standards.