



## **RUN WILD MISSOULA OPERATIONS COORDINATOR**

### **Position Posting**

Run Wild Missoula is seeking an Operations Coordinator to be part of a team that provides running and walking opportunities to people of all ages and abilities. The ideal candidate will be interested in running and walking and the fit, active and healthy lifestyle that is part of Missoula's culture.

The Operations Coordinator Job Description is attached.

If interested, please email a cover letter, resume' (with references) to:

Tony Banovich  
[tonyb@runwildmissoula.org](mailto:tonyb@runwildmissoula.org)

The application deadline will be 7:00 PM, Friday, February 17, 2017. It is expected that applicants selected for interviews will be notified no later than February 28<sup>th</sup>, 2017.

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 over 1,500 members, we are the largest running club in Montana; and, one of the largest in the northwest. We conduct over a dozen races each year, as well as training classes, social activities, guest speakers and training groups. A copy of Run Wild Missoula's Mission and Core Values are attached.

Should you need more information about the position or Run Wild Missoula as a whole, please contact Tony Banovich at [tonyb@runwildmissoula.org](mailto:tonyb@runwildmissoula.org); or, by phone at 406-672-6700. You can also learn more about Run Wild Missoula by visiting [www.runwildmissoula.org](http://www.runwildmissoula.org).



## **JOB DESCRIPTION OPERATIONS COORDINATOR**

**POSITION SUMMARY:** Provide assistance to Run Wild Missoula's Executive Director and Program Coordinator in managing club races, classes, activities, events and related administrative and operational tasks.

**REPORTS TO:** Executive Director

**POSITION STATUS:** Part-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 25 to 30 hours per week when averaged over the course of the year.

**SALARY:** Subject to qualifications and experience

**BENEFITS:** No insurance or retirement benefits are provided with this position.

### **DUTIES AND RESPONSIBILITIES:**

- Act as the lead in coordinating Run Wild Missoula races.
- Act as the lead in managing the social media presence for RWM races, events, classes and social activities.
- 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
- Assist with supervision of volunteers
- Assisting with receiving, sorting and distributing apparel and merchandise for the above events

## **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.
- Demonstrates ability to ensure confidentiality in handling all matters related to personnel, finances and other program related information/activities.
- Demonstrates professionalism, positive attitude and integrity as a representative of Run Wild Missoula.
- Strong interpersonal relationship skills with a variety of individuals.
- 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.
- Detail oriented with strong organizational and time-management 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.
- Takes personal responsibility and ownership for own actions and commitments.
- 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

## **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 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



## 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
4. Supporting local vendors, businesses and economy – especially our event sponsors.