

RUN WILD MISSOULA | RACE OPERATIONS COORDINATOR

Position Posting



Run Wild Missoula is seeking a Race Operations Coordinator to be part of our dynamic team that provides running and walking opportunities to people of all ages, abilities and backgrounds. 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 RWM's 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, May 10, 2024**. Applicants selected for interviews will be notified no later than May 15, 2024.

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, abilities and backgrounds. With more than 2,000 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.

You can also learn more about Run Wild Missoula by visiting www.runwildmissoula.org

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.

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POSITION SUMMARY: Year-round event management for 12+ Run Wild Missoula in person races, RWM Virtual Challenges and administrative support for executive director.

REPORTS TO: Executive Director

POSITION STATUS: Full-Time, Non-Exempt Hourly

SCHEDULE: In office Tuesday-Saturday* 9am-5pm (Saturday race days will be at race site). Race Prep and Race Days may extend longer than a typical 8-hour day in which case this time may be flexed for additional time off. **Exception: October-races are Sunday.* It is expected that the schedule will equate to 40 hours per week when averaged over the course of the month.

SALARY: \$20-22/hour, paid twice a month

BENEFITS: 13 paid holidays, 401k Match, accrued paid time off, health insurance stipend, cell phone stipend, mileage reimbursements

DUTIES AND RESPONSIBILITIES:

- Lead coordination and execution of Run Wild Missoula races (excluding Missoula Marathon).
- Assist with the supervision of volunteers and race directors at RWM races.
- Manage inventory of all RWM race equipment.
- Assist with managing content of the Run Wild Missoula website and registration platform.
- Provide administrative support to the Executive Director for Run Wild Missoula's day-to-day operations.
- As assigned, help RWM staff and volunteers with administrative and operational tasks associated with the Missoula Marathon.

QUALIFICATIONS:

- Enthusiasm for and commitment to Run Wild Missoula's mission to promote and support running and walking for people of all ages, abilities and backgrounds.
- 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 with proficiency with sending and receiving emails.
- 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.
- Proficiency with general office equipment and standard enterprise software such as Word and Excel, and the ability to learn new software as needed.
- 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 at 125 E Main St in downtown Missoula. Travel required on race day to race site. Race day sites vary, but are typically limited to Missoula County.
- 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 be able to perceive sights and sounds. The employee is frequently required to use hands to, handle, feel, frequently lift and/or move up to 35 pounds, and occasionally lift and/or move up to 70 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 will be required to operate a motor vehicle and rental moving truck in the performance of their duties.



MISSION

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

CORE VALUES

1. Maintaining a commitment to integrity, professionalism, and excellence.
2. Creating a community of runners and walkers that:
 - Commits to inclusion and acceptance.
 - Promotes a fit, active, and healthy lifestyle for members and the broader community.
 - Provides multiple opportunities to safely participate, volunteer, train, learn, and race.
 - Offers opportunities for participation regardless of financial means.
3. Giving back to the community in meaningful ways.
4. Supporting local vendors, businesses (especially event sponsors), and the economy.

This mission and these core values guide the decisions we make on our mix of races, use of club resources; member benefits, amenities, and community donations; and how we support our sport.

DIVERSITY, EQUITY, & INCLUSION

Our mission and core values have long emphasized a welcoming and inclusive culture within the club and in our relationships with the community. Ongoing review of our policies and practices has encouraged us to reinforce our commitment to diversity, equity, and inclusion in everything we do, internally and externally. The following definitions clarify our intent.

Diversity is a term that describes the group as a whole. It arises from the characteristics which enable us to respect and benefit from points of view, experiences, strengths, and needs that differ from person to person.

Equity describes an approach to policy and action that enables groups to meet the different needs of its members. Equity acknowledges that treating everyone the same, although doing so might appear equal, does not produce equitable results.

Inclusion addresses the perception of belonging. An organization's culture communicates, often in subtle ways, the collective view of "we" and "they." An inclusive organization recognizes the impacts of its behavior on the views and experiences of current and potential members and the broader running and walking community.

In summary, we intend not only to accept and support all current and prospective members of the running and walking community, we also want to make conscious efforts to reach out, invite, actively welcome, and ask for help identifying and implementing changes that could improve DEI within the Run Wild organization. We consider it important to make an extra effort toward DEI within the over-arching framework of our Mission and Core Values.