

**RUN WILD MISSOULA**  
**MEMBERSHIP & PROGRAMS COORDINATOR**  
Position Posting

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Love people? Love running (or walking)? Love community?

Run Wild Missoula is hiring a full-time **Membership & Programs Coordinator** to help grow our running/walking community, support volunteers, and bring meaningful programs to life. If you love connecting with people, organizing events, and believe in the power of movement to build community, this might be your dream job. Make an impact in Missoula's running community every day.

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

Trisha Drobeck

[trishad@runwildmissoula.org](mailto:trishad@runwildmissoula.org)

The application deadline is **Sunday, February 1, 2026.**

Applicants selected for interviews will be notified no later than February 6, 2026.

*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 2,500 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.*

You can also learn more about Run Wild Missoula by visiting [www.runwildmissoula.org](http://www.runwildmissoula.org)

Should you need more information about the position or Run Wild Missoula, please contact Trisha Drobeck at [trishad@runwildmissoula.org](mailto:trishad@runwildmissoula.org); or by phone at 406-544-7073.

## **RWM 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 events and use of club resources; member benefits, amenities, and community donations; and how we support our sport.

# RWM MEMBERSHIP & PROGRAMS COORDINATOR

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## POSITION SUMMARY:

Provide year-round coordination and management of Run Wild Missoula's membership program, club activities, classes, social events, and volunteer engagement. This role focuses on strengthening the member experience, supporting program growth, and cultivating a strong volunteer community. Provides administrative and operational support to the Executive Director and collaborates closely with the Race Operations Coordinator and broader staff team.

**REPORTS TO:** Executive Director

**POSITION STATUS:** Full-Time, non-Exempt Hourly

**SCHEDULE:** Flexible schedule as business needs warrant. Weekly hours will vary throughout the year based on program and event schedules. Weekend commitments are frequent with occasional evening or early morning work. The schedule is expected to average 40 hours per week over the course of the year.

**STARTING WAGE:** \$19-21/hour

**BENEFITS:** 13 paid holidays, accrued paid time off, health insurance stipend, cell phone stipend, 401K match, downtown parking, bonus incentive program

## DUTIES AND RESPONSIBILITIES:

- Manage Run Wild Missoula's membership program, including onboarding, renewals, retention efforts, surveys, reporting, member communications and 3rd party member benefit program
- Coordinate RWM programs, including classes, recurring runs, social events, book club, and new program development
- Recruit, engage, and support volunteers; maintain strong relationships with key volunteers and develop succession plans
- Collaborate with coaches and program leaders to build, improve, and expand RWM classes, training programs, and educational offerings
- Manage RSU (RunSignup) setup for memberships, classes, and program registrations.
- Represent RWM at community events (3–5 per year) to promote membership, programs, and volunteer opportunities
- Lead coordination of the Workplace Wellness Challenge and build partnerships with local businesses and wellness organizations
- Provide operational and administrative support to the Executive Director and as needed assist staff with race and special event needs
- Manage merchandise organization, inventory, fulfillment, and apparel distribution for RWM and Missoula Marathon

## QUALIFICATIONS:

- Demonstrates enthusiasm for and commitment to Run Wild Missoula's mission to promote running and walking for people of all ages, abilities, and backgrounds
- Professional, positive, and dependable representative of the organization
- Experience working with volunteers, programs, events, or community-based organizations
- Strong organizational skills and attention to detail
- Self-motivated with the ability to work independently and manage multiple priorities
- Strong interpersonal communication skills and ability to build relationships
- Comfortable engaging with a wide range of community members and personalities
- Demonstrates patience and adaptability in fast-paced, sometimes unpredictable environments
- Proficiency with:
  - o Microsoft Office (Word, Excel, etc.)
  - o Online registration platforms (RunSignup or similar preferred)

*Run Wild Missoula (RWM) is a non-profit 501(c)3 organization that promotes & supports running and walking for people of all ages, abilities & backgrounds. With more than 2,500 members, RWM offers races, group runs, track workouts, social activities, training classes, and more.*

[www.runwildmissoula.org](http://www.runwildmissoula.org)

- o Basic website updating (WordPress or similar helpful but not required)
- Willingness to work evenings, weekends, and attend events as needed
- Possession of a valid Montana driver's license or willingness to obtain

## **WORK ENVIRONMENT:**

- Primary work location will be the Run Wild Missoula office, currently located in downtown Missoula at 125 East Main Street.
- Primary work location is an open office environment with an "open door" policy leading to regular background noise and frequent workflow interruptions
- Will require work activities outdoor environments in a wide variety of weather conditions, including heat, cold, rain, snow, wind and ice.

## **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.

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## **RUN WILD MISSOULA -- Our Mission - Our Values**

### **MISSION**

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