BCS Marathon Race Series
JOB DESCRIPTION

POSITION TITLE:
Race Operations Manager

RESPONSIBLE TO:
Race Director

Position is full time with salary commensurate with experience. Benefits include medical and dental as well as cell phone.

The Race Operations Manager will coordinate multiple events as well as oversee the work of both volunteers and temporary event staff. The Race Operations Manager will manage the organization, logistics, execution and quality control of all races in the BCS Marathon Race Series. He\She creates and executes detailed work plans and timelines and oversees event financial management and reporting. The Race Operations Manager oversees race registration, runner communication, packet pick-up, and more.

A main part of the Race Operations Manager job will be to supervise the technical aspects of producing an event, including but not limited to the following elements:

- Packet pick-up location
- Start/Finish area
- Additional volunteer support
- Water station coordination
- Traffic control and course mapping

Qualifications:
- Bachelor’s degree and ideally some experience in event planning
- Works well independently with sound judgment and strong initiative
- Organized, attentive to detail, and able to prioritize well
- Ability to thrive in fast paced environment and juggle multiple projects at once
- Proven leadership capability and experience
- Personnel & financial management skills
- Customer service and diplomacy skills
- Ability to adapt to changing dynamics
- Excellent oral/written communication and computer skills (specifically word/excel)
- Establish and maintain effective working relationships with contractors, volunteers, and event participants
- Work a flexible schedule including early mornings, some weekends, and holidays
- Must have ability to lift and/or carry up to 25 lbs.
- Must be committed to and supportive of the running community
The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified, nor as a guarantee that the duties described will only be performed by personnel assigned to this job description. The Employer reserves the right to revise the duties and responsibilities of this position at any time at their sole discretion.

About the BCS Marathon Race Series:

The BCS Marathon Race Series began in 2011 with the inaugural running of the Bryan/College Station Marathon + Half Marathon. Just two years later, in 2013, the series had grown to include a total of 6 events with the Marathon/Half Marathon being the marquee event. The series saw more than 8,000 registrants over those 6 races including more than 4,000 for the Scott and White BCS Marathon + Half Marathon. As of today, the marathon is the highest rated marathon in the state of Texas based on runner reviews ([www.marathonguide.com](http://www.marathonguide.com)).

Please print and answer questions from page 3 and send those along with resume to [chris@mercyproject.net](mailto:chris@mercyproject.net) by January 31st, 2014.
Please briefly answer the questions below.

How long have you lived in the Bryan/College Station area? How long do you see your family making Bryan/College Station your home?

Describe your involvement (if any) with the BCS Marathon Race Series over the past three years.

Briefly describe any leadership roles you’ve participated in with as much detail about the projects as you want (timeline, number of people overseen, agencies interacted with, cost of project, etc.)

How do you handle stressful situations? Use an example if possible.