

Volunteer Coordinator Position with Run Calgary

Work in the exciting events industry for the premier road racing organization in Alberta. Gain valuable event management experience in a growing organization. Help plan and execute Run Calgary's races including the Servus Calgary Marathon Race Weekend and Sport Chek Mothers Day Run Walk Wheel.

- **Start Date:** April 25, 2023
- **End Date:** June 30, 2023
- Applicants with passion and enthusiasm for running prioritized but not a prerequisite
- Valid Class 5 Drivers License required and preferably own vehicle
- 32 hr/week, flexible and dependent on time of year
- Position is in Calgary and requires event related travel and weekend commitments.

COMPENSATION: \$22/ hr

ORGANIZATION: Run Calgary

POSITION: Volunteer Coordinator position is a short term contract (April 25 - June 30) that reports to the Operations Manager.. Successful candidates are expected to work an average of 32 hours/week through a combination of office, remote, and on-site for events. Some weekend and evening hours will be required.

HOURS OF WORK:

- April 24, 2023 - May 07, 2023: Monday - Friday 10:00AM - 4:00PM (30 hours per week)
- Monday May 08, 2023 - Off (as needing to work upcoming race weekend)
- Tuesday May 09, 2023 - Off (as needing to work upcoming race weekend)
- Wednesday May 10, 2023 - Sunday May 14, 2023 (Race Week): Wednesday - Sunday Work in the exciting events industry for the premier road racing organization in Alberta. Gain valuable event management experience in a growing organization. Help plan and execute Run Calgary's races including the Servus Calgary Marathon Race Weekend and Sport Chek Mothers Day Run Walk Wheel (variable start time); 6 hours per day on Wednesday/Thursday/Friday and 8 hours per day on Saturday/Sunday (34 hours)
- Monday May 15, 2023 - Off (to give adequate time off from previous week)
- Tuesday May 16, 2023 - Friday May 19, 2023: 9:00AM - 5:00PM (32 hours)
- Monday May 22, 2023 - Off (Statutory Holiday)
- Tuesday May 23, 2023 - Off (as needing to work upcoming race weekend)
- Wednesday May 24, 2023 - Sunday May 28, 2023 (Race Week): Variable start time; 8 hours per day (40 hours)
- Monday May 29, 2023 - Off (to give adequate time off from previous week)
- Tuesday May 30, 2023 - Off (to give adequate time off from previous week)
- Tuesday May 30, 2023 - Friday June 03, 2023: 9:00AM - 5:00PM (32 hours)
- June 06, 2023 - June 30, 2023: Monday - Friday 10:00AM - 4:00PM (30 hours per week)

DESCRIPTION: Run Calgary, producer of the Servus Calgary Marathon and running leader in the Alberta market, is currently seeking a candidate with strong organizational, communication, and administrative skills to assist with the planning, implementation and execution of event operations while providing support and reporting in to the Operations Manager. This is a hands-on position that requires strong organizing skills, problem solving skills, the ability to think on one's feet, coordinating with city agencies, exhibitors and stakeholders. See detailed list of duties and responsibilities below.

REQUIREMENTS AND SKILLS: Applicants should have an understanding of the running/athletics industry and the ability to adapt to a dynamic and exciting work environment centered around event management. Pursuing or completion of a related degree in Management, Operations, Tourism and Sport, Events related field, operations (running event experience a plus). Proficient in Microsoft Office, database management and the ability to learn new software applications is a must. A flexible team player that works well under pressure is critical to success in the Run Calgary office. The Volunteer Coordinator will work with the Executive Director, Marketing Manager and Customer Experience Director along with 1200 volunteers. A positive outlook and a lifelong learner required for stakeholder management

Position is in Calgary and requires event related travel and weekend commitments.

Interested candidates should submit email and cover letter to:

volunteer@calgarymarathon.com

Application Deadline: Sunday March 26th at 11:59PM

Schedule A: Duties and Responsibilities

Volunteer Coordinator:

- Ensure timely and professional response to email, phone and mail communication
- Assist with volunteer recruitment initiatives for Run Calgary race events
- Assist with the development and production of volunteer training resources including, but not limited to, online orientation sessions, training manuals, and Volunteer Handbook
- Assist with the development, distribution, and summary/analysis of post-event Volunteer Survey
- Assist with volunteer program communications to volunteers and race committee Leads
- Assist with timely and professional responses to email, phone, and mail communications to/from volunteers
- Solicit, coordinate, and order food and beverages, as well as supplies, for the 2023 Servus Calgary Marathon Volunteer Centre
- Assist with planning and execution of volunteer appreciation events (Fun Run & Brunch; Wrap-Up Event)
- Put together volunteer appreciation gifts and cards
- Assist with race day volunteer program management for 2023 Sport Chek Mother's Day Run, Walk and Wheel race event (Sunday, May 14, 2023)

- Assist with volunteer program management during 2023 Servus Calgary Marathon race weekend (May 25 - 28, 2023)
- Assist with the development and launch of online volunteer registration portals for 2023 Run Calgary race events
- Assist the Run Calgary team with other ad hoc tasks related to planning, coordination and execution of race events
- Sort, code and have invoices approved by ED.