

# 5K RACE EVENT COORDINATOR

**Payment:** Flat rate of \$1000 and/or \$200 per week pending start date



## **Job Description**

### Main Areas of Responsibility:

**The Coordinator will manage all aspects of the 5K run being held on September 17th, including:**

- Develop and maintain event work plan
- Help Identify, recruit, and manage all volunteers
- Run logistics on race day
- Help Recruit participants
- Serve as primary point of contact

### Additional Areas of Responsibility:

#### **Key qualifications:**

- Experience in Events Management, including running event(s)
- Passion for helping neighbors in need
- Outstanding communication skills
- Detail oriented, flexible and adaptable
- Ability to multitask and prioritize
- Calm demeanor and clear decision-making ability under pressure
- Excellent time management
- Creative problem solver

#### **Other Information/Requirements:**

The Race Event Coordinator is a contract position paying a flat rate of \$1000 and/or \$200 per week pending start date. Payment will be made in two installments (mid-contract and after the successful completion of the event). We estimate the position will require at least 10-15 hours per week. Minimum Nights and weekend days required. Start date: Immediately. A great opportunity for individuals with experience.

#### **How to Apply:**

This will be the 19th annual Run or Walk For JUMP. The family-friendly, fun event includes a 5K run, 1K run for kids (ages 13 and under) and 1K walk along the scenic Burlington Bike Path. Several key logistical details have been secured, including location. Submit a resume to [director@jumpvt.org](mailto:director@jumpvt.org), ASAP. Please review our website at [www.jumpvt.org](http://www.jumpvt.org) for more information.

#### **Contact Information**

Wanda Hines; Director  
38 So. Winooski Avenue, Burlington, VT 05401  
E-mail: [director@jumpvt.org](mailto:director@jumpvt.org)

**\*\*\*Cell # (802) 777-3821 Due to limited time constraints please feel free to call.**

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