



Volunteer Coordinator

Dynamic Race Events (Cultus Lake Triathlon)

Dynamic Race Events is entering its 16th season of offering first class triathlon events. As we continue to grow by expanding our portfolio of events we are looking to fill the role of Cultus Lake Volunteer Coordinator to handle everything related to the volunteers who make this event happen. This is an exciting position as it involves a fast-paced, fun environment, travel and being part of a team dedicated to creating the most positive event experience for our participants.

The Volunteer Manager is responsible for the overall recruitment, placement, communication, evaluation, support and management of event volunteers.

Duties and Responsibilities

Play a leadership role in developing and implementing strategies to achieve all goals in the volunteer cycle:

- Recruit, screen, interview, orientation, support and recognition
- Identify and pursue potential groups (high school, clubs, teams, community groups)
- Volunteer presentations to potential groups
- Ensure adequate number of volunteers to support each event

Volunteer Placement

- Race weekend volunteer greeting, check in and orientation
- Assign roles according to skill, interest and ability based on race template
- Evaluate and monitor volunteer placements during the event and make necessary changes
- Provide volunteer support including breaks, rotations and food/snacks
- Provide direct supervision to volunteers and support staff (Race Captains) who supervise volunteers
- In depth knowledge of event logistics and the volunteer requirements for each event:
- Knowledge and understanding of Race Kit Pick Up
- Knowledge and understanding of Race Day course and logistics

Communication

- Track hours, collect ongoing feedback and maintain contact throughout the season
- Manage preliminary pre event emails, one week confirmation emails, post event communication
- Develop new, innovative initiatives for volunteer appreciation
- Develop and document key procedures for volunteer management
- Ongoing development of effective Volunteer Program:
- Maintain volunteer lists, statistics, and forms.
- Identifying areas for improvement related to volunteer recruitment and management, and implement changes where appropriate
- Continue to build commitment and support of volunteers to our organization

Required Training and Experience

- Minimum one year experience operating a comprehensive volunteer program involving recruiting, training, supervising and evaluating
- **OR** two years' experience involving similar work, training and supervising staff, preferably in a small non-profit organization
- **OR** minimum two year diploma in a related field **OR** a minimum of two years related and equivalent work experience

Start Date

- May 1st, 2018