



FLEXIBLE EMPLOYMENT OPPORTUNITY TRAPLINE MARATHON – RACE DIRECTOR

Position: Trapline Marathon 2022 Race Director

Term: August 8 – October 21, 2022

Stipend: \$2,500

Job Purpose

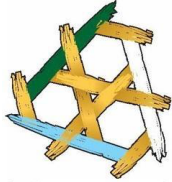
The Trapline Marathon Race Director is responsible for the overall management and oversight of the Trapline Marathon taking place from October 9-10, 2022, in Happy Valley-Goose Bay. This includes management of all event operations including event volunteers, race course, start and finish line logistics, water/support station coordination, and more. The Race Director will serve as the primary event spokesperson and represent the best interest of the TRC, its members and race participants.

Duties and Responsibilities

- Manage and coordinate event logistics for the 2022 Trapline Marathon including:
 - Pre-event logistics (race bib pick-up)
 - Timing
 - Start and finish lines (volunteers, food, vendors, entertainment, bag drop)
 - Course volunteers and aid stations
 - Photography
 - Transportation and Road Closures (bussing and scheduling)
 - Participant Safety (first aid, course sweepers, road signage)
- Provide oversight and support to all event volunteer groups
- Serve as primary event spokesperson/ contact for community groups and government departments
- Works with TRC Executive and volunteers to ensure that the Trapline Marathon is a successful event through planning, volunteer coordination, community outreach and event management
- Attend all TRC Board Meetings and act as liaison between TRC and event entities and groups
- Support the coordination of event sponsorship, advertising, marketing and promotional activities
- Support the implementation of radio, print and social media marketing opportunities
- Lead all volunteer recruitment activities including assigning of roles and responsibilities
- Manage and coordinate planning for social event activities as required (ex: Meet & Greet, banquet)
- Develop a Race Director's Guide to assist with planning for future Trapline Marathon events

Qualifications

- Valid driver's license and access to a reliable vehicle
- Experience in event coordination and community engagement an asset
- A self-starter requiring minimal supervision
- Strong written and verbal communication skills
- Exceptional planning, organizing and problem-solving skills
- Excellent customer service skills and professionalism



Trappers'
Running Club

RUN FULL TILT

Working Conditions

This position is based in Happy Valley-Goose Bay and will require light lifting, loading and unloading of equipment and cargo/deliveries.

How to Apply

Please send cover letter and resume to Julianne Griffin at TrappersRunningClubInfo@gmail.com by **Thursday, August 4 at 4:30pm AST.**