

Job Title: Trail Race Director
Department: Trails
Reports to: Managing Race Director

FLSA status: Exempt
Classification: Administrative
Supervises: None

Ragnar Events is looking for talented individuals to join our global tribe of adventurers. We are a group of active people who seek to work with individuals who work hard and play hard and have a deep desire to be successful. Ragnar is a Utah-based company with a national footprint, we are a premier series of overnight road and trail running relay adventures.

We offer a great benefits package including 75% paid health care premiums, 401K & match, open PTO policy, as well as one free Ragnar team registration per year plus more!

Position Summary: This position will direct multiple races per year. Trail Race Directors will plan, organize, and execute all race day logistics. The position will develop and execute strategic and tactical event operation plans, establish and manage overall event operation budgets and perform other duties related to the company's operational strategy.

You must be able to run trails for many miles/hours at a time. You do not need to be fast, slow and steady gets it done. Many times when you are marking a course or working a race, you may be by yourself in a remote area. Sometimes you will need to cover 20 miles in a day. Sometimes you will need to cover 15 miles each day for 3 days in a row. This should excite you, not scare you. Physical labor, heavy lifting (50 lbs. or more), and working weekends and long hours during races is a requirement. This may sound like all we do is run and although we wished this was true, it is not. This job will average 40-50 hour work weeks and most of those are at the office, in front of a computer.

Qualifications:

- Bachelor's degree or higher required
- Minimum 1-3 years relevant event/race planning experience
- Leadership experience required
- Excellent interpersonal and communication skills with the ability to work effectively as a member of a team and multiple cross-functional project teams
- Well-organized with ability to multi-task, time management, and high attention to detail
- Detail-oriented self-starter with the ability to prioritize projects, work within short time frames and meet deadlines
- Conflict resolution experience preferred
- Basic computer skills (Outlook, Excel, Word, Google Earth)
- Heavy lifting (50 lbs.)
- Working weekends and long hours during races
- This position requires 40% travel
- Any experience with wilderness first aid and/or wilderness rescue is a big bonus
- Any experience with budget management, operations, event management, and/or logistics is a big bonus

Essential functions and responsibilities:

- Excellent communication with all parties inside and outside of the company
- Assist in the development of race budgets and expense management, and adheres to the same
- Acquire necessary permits – Venues, Cities, Counties, Fire, Health, DOT, etc.
- Provide vendor management - contracts, deliveries, equipment, etc.



RAGNAR RELAY
12 South 400 West, 2nd Floor
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TOLL FREE: (877) 83-RELAY
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[RAGNAR RELAY .COM](http://RAGNARRELAY.COM)

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- Supervise volunteer management - SWAT, race day volunteers, charity volunteers
- Manage charity relationships and execute charity commitments
- Coordinate all logistics for the race
- Create effective layouts (parking, shuttle, camping, venue, evacuation, etc.)
- Pre-race travel, course/venue setup, and Race Day execution
- Responsible for maintaining a safe and logistically sound race route
- Supervise post-race wrap-up - both internal and external, compile all feedback and needed improvements, and implement the necessary changes the following year
- Customer Service - Answer questions forwarded from customer service or that come directly to you
- Drive large vehicles up to 26' U-Haul trucks
- Sustainability - Help execute the race sustainability plan including waste reduction, energy use, and procurement practices

Nonessential functions:

- Interface with other departments, customers, and vendor representatives
- Responsible for effective communication levels and fosters team building
- Manage continuous improvement projects involving cross functional teams where necessary
- Miscellaneous projects as assigned
- Perform other related duties as assigned

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. You must be able to run trails for many miles/hours at a time. Sometimes you will need to cover 20 miles in a day. Sometimes you will need to cover 15 miles each day for 3 days in a row.
- Work Environment: The noise level in the work environment is usually moderate.

To apply: Submit your cover letter and resume to jobs@ragnarrelay.com



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