

Job Title: Race Coordinator
Department: Operations
Reports to: Managing Race Director

FLSA status: Exempt
Classification: Administrative
Supervises: None

Ragnar exists to make life more awesome. 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. The Ragnar Relay Series is the largest relay series in the country. Physical labor, heavy lifting, and working weekends and long hours during races is a requirement. This job will average 40-50 hour work weeks and most of those are at the office, in front of a computer.

We offer a great benefits package including 75% employer paid health care premiums, 401K & match, open PTO policy, and a free Ragnar team each year.

Position Summary: As Race Coordinator, you will be assisting 3-4 race directors and will be responsible for executing strategic and tactical event operations plans and perform other duties related to the company's operational strategy.

Qualifications:

- BA/BS degree in relevant field preferred.
- Minimum 1 years' relevant experience.
- Well-organized with ability to multi-task and high attention to detail and the ability to think outside of the box.
- Expense budget management skills.
- Operations and logistics experience.
- Excellent interpersonal and communication skills with the ability to work effectively as a member of operations team and multiple cross-functional project teams.
- Detail-oriented self-starter with the ability to prioritize projects, work within short time frames and meet deadlines.
- Knowledge of/experience with event planning a plus.

Essential functions and responsibilities:

- Assist 3-4 race directors and responsible for executing strategic and tactical event operations planning.
- Assists in the development of the department budget and adheres to the same.
- Volunteer Coordination
- Start Times
- Travel Coordination - assist Race Director in coordinating all race travel
- Assist in Customer Service
- Race Day execution and some pre-race travel
- Book Vendors - dumpsters, hotels, vehicles, tables and chairs
- Schedule Police and Medic
- Assist with permitting
- Post-Race Wrap Up – internal
- Heavy lifting (50 lbs.)
- Travel up to 40%
- Drive large vehicles up to 26' U-Haul trucks.



RAGNAR RELAY
12 South 400 West, 2nd Floor
Salt Lake City, Utah 84101
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OFFICE: (801) 499-5024
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[RAGNAR RELAY .COM](http://RAGNARRELAY.COM)

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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.
- 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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