



Department: Trail
Job Title: Trail Race Coordinator
Reports To: Director of Trails
Location: Ragnar Headquarters, Salt Lake City, Utah

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. As a Trail Race Coordinator, you will help the Race Directors (RDs) execute strategic and tactical event operations plans. We offer a great benefits package including 75% covered health care, 401K, open PTO policy, and a free Ragnar race/year.

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.

KEY RESPONSIBILITIES

- Help RDs with overall Race Logistics
- Help ensure a positive runner experience
- Customer Service – Answer questions that customer service cannot answer or when emails come directly to you
- Help RDs with Venue Layouts
- Help RDs coordinate with charities - Charity relationship and charity volunteer commitments
- Help RDs with permitting – Venues, Cities, Counties, Food, Beer, etc.
- Help RDs with vendor management – Scoping, contracts, deliveries, equipment, etc
- Team Volunteer Management
- Simulations and Start Times - Compile, create, post and maintain
- Sustainability – Help execute the race sustainability plan including waste reduction, energy use, and procurement practices
- Pre-race travel, course/venue setup, and Race Day execution
- Post Race Wrap Up - Both internal and external, compile all feedback and needed improvements, implement the necessary changes the following year

SPECIFIC REQUIREMENTS (In addition to the info above)

- Superb organization skills with high attention to detail
- Ability to prioritize and manage multiple ongoing projects simultaneously
- Strong communication skills
- Ability to work independently and effect self-directed learning
- Bachelor's degree or higher
- Heavy lifting (50 lbs)
- Working weekends and long hours during races
- This position requires 40% travel
- Any experience with budget management, operations, event management, and/or logistics is a big bonus

TO APPLY

Submit your cover letter and resume to jobs@ragnarrelay.com. Include in your resume your salary requirements. Any applicant not including their cover letter, resume and salary information will not be considered for this position.