Job Title: Volunteer Coordinator
Department: Operations
Reports to: Volunteer Program Manager
Location: Salt Lake City

FLSA status: Exempt
Classification: Full Time
Supervises: None

Position Summary: The purpose of a Ragnar Volunteer Coordinator is to make life extraordinary for our customers while representing Ragnar and the Ragnar brand. It is the job of the volunteer coordinator to support the volunteer department in its goals to successfully and completely staff each relay course, while maintaining a high level of satisfaction among all customers: runners; volunteers; staff; sponsors; and communities we run through. The Volunteer Coordinator will manage the team volunteer registration system, maintain budget, and assist the each race's volunteer manager in effectively staffing all road races.

Qualifications:

- Bachelor's degree required
- At least 1 year customer service experience
- Having run and/or worked a Ragnar is a plus

Skills:

- Must have strong Communication skills, both written and oral
- Must have the ability to work independently and as a team
- Must be able to work using basic computer skills including Microsoft Outlook, Excel, Word
- Must have strong attention to detail and the ability to accurately and efficiently enter data and complete standard reports
- Must have excellent organization skills and the ability to effectively prioritize tasks for multiple events following different timelines
- Must have the ability to work on little sleep and be able to make clear, effective decisions under high stress

Essential functions and responsibilities:

- Provide top-notch customer service to all Ragnar customers while supporting volunteer program registrations
- Manage a high volume of emails and support customers from multiple events following different timelines
- Manage the team volunteer registration system for all road relay events
- Assist the volunteer team in meeting budget goals
- Understand and follow budget guidelines for assigned tasks and purchases
- Generate reports and registration lists for all road relay events
- Complete logistical tasks as needed to support department projects and goals
- Interface with customers, and vendor representatives

Travel:

- Must be able to travel at least five times yearly to work weekend events, Wednesday through Sunday.

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 20 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 with salary requirements and resume to jobs@ragnarrelay.com

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