

LHR COMMITTEE 2021 AVAILABLE POSITIONS

LOGISTICS TEAM

PRE-RACE EVENTS COORDINATOR

RESPONSIBILITIES:

- Oversee Packet Pick-Up operations.
- Assist with logistics involving bibs, bib assignments, and registration transfers.
- Serve as the main point of contact for Packet Pick-Up volunteers.
- Create and lead Packet Pick-Up staff training.
- Develop talking points and runner communication regarding Packet Pick-Up.
- Assist with ideation and coordination of pre-race events, including Registration Kick-Off and training runs.
- Coordinate all necessary logistics for pre-race events.
- Serve as the main point of contact for all pre-race activations.
- Work closely with Texas Running Club and Tri Club in coordinating communication with pacers for training runs and race day.
- Position reports to the Assistant Director - Logistics.

PREFERRED QUALIFICATIONS:

- Attention to detail.
- Excellent communication and organizational skills.
- Past experience working with student organizations and/or volunteers.
- Experience coordinating a project or event.