

LOGISTICS TEAM

Pre-Race Events Coordinator

Responsibilities

- Assist with ideation and coordination of pre-race events, including Registration Kick-Off and training events. *During the fall semester*
- Brainstorm in-kind donations for pre-race events. *During the fall semester*
- Coordinate all necessary logistics for pre-race events.
- Create all staffing plans for all pre-race events and packet pick-up.
- Serve as the main point of contact for all pre-race activations (Packet Pick-Up, Registration Kick Off, and training events).
- Work closely with Texas Running Club and Tri Club in coordinating communication with pacers for training events and race day.
- Work collaboratively with Digital Communications Coordinator and Social Media Coordinator on communications needs for pre-race events logistics.
- Work collaboratively with Ambassador Program Coordinator to secure Ambassadors for event staffing needs.
- Oversee all Packet Pick-Up operations.
 - Assist with logistics involving bibs, bib assignments, and registration transfers.
 - Work closely with the Volunteer Coordinator on PPU staffing needs.
 - 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.
- Position reports to the Student Director.

Qualifications

- Problem solving skills.
- Attention to detail.
- Excellent communication and organizational skills.
- Past experience leading students and/or volunteers.
- Experience coordinating a project or event.