

LOGISTICS TEAM

Volunteer Coordinator

Responsibilities

- Oversee volunteer program – including recruitment, retention, and recognition of 300+ volunteers.
- Manage all communication with volunteers.
- Manage volunteer registration platform.
- Develop all volunteer staffing plans/assignments for race day.
- Coordinate with Pre-Race Events Coordinator to create volunteer staffing plans/ assignments for Packet Pick-Up.
- Coordinate with Event Experience Coordinator to create on-course volunteer staffing plans and determine if on-course entertainment groups are considered volunteers.
- Create and lead training for volunteers in lead roles.
- Serve as the main point of contact for all volunteers.
- Manage stewardship of volunteers and gather their feedback post-race.
- Provide credit for all volunteer hours to individuals that request it.
- Position reports to the Student Director.

Qualifications

- Ability to lead and motivate others.
- Attention to detail.
- Problem solving skills.
- Excellent communication and organizational skills.
- Past experience as a volunteer in Longhorn Run or other community events.
- Excellent communication and organizational skills.
- Past experience coordinating an event.