



TRI CLE ROCK ROLL RUN VOLUNTEER AND COMMUNITY PROGRAM COORDINATOR

Maple Group LLC dba Tri CLE Rock Roll Run has an immediate opportunity available for a professional, part-time contract position of Volunteer and Community Program Coordinator to help support and grow our multi-sport event. As the Volunteer and Community Program Coordinator, your community outreach, programming, and volunteer engagement efforts will allow us to strengthen and grow community partnerships. The coordinator must be an experienced triathlete or runner and have a working knowledge of these sports.

Responsibilities Include:

- Develop a community outreach plan to foster relationships with community organizations • Improve community awareness & engagement efforts among businesses, clubs, and organizations to increase participation and volunteer opportunities for our events
- Maintain and improve volunteer database and tracking system
- Deepen relationships with partner non-profits, and other local non-profits
- Develop volunteer recruiting and volunteer organization relationship efforts
- Coordinate with planning, operations, and athlete services team to determine volunteer support needs and positions
- Develop and execute volunteer education and coordination plan
- Develop and execute event-day volunteer experience.
- The coordinator will also support corporate sponsorship and activation programs as directed including race expos on weekends.

Skills/Characteristics

- Self-Motivated, can work independently
- Teamwork, supports a team-oriented culture
- Creative and critical thinking
- Communications/ Public Speaking
- Computer Skills, experience with Google Applications
- Strong Organizational Skills
- Database Management
- Project Management
- Volunteer or group facilitation

Qualifications

Qualified individuals need the ability to work independently and with a team. Must work across team structure to facilitate communication. Experience with data entry, excellent verbal and written communication skills, and ability to multitask and prioritize tasks. Event management knowledge and public speaking confidence are preferred. Familiarity with Northeast Ohio business and volunteer agencies. Demonstrated ability and willingness to work weekend hours.

Job Type

Part-time Contractor must be able to commit to an average 4-8 hrs during the offseason, additional hours required as needed in the weeks prior to the event; peak hours July and August. Must be available to be present during set up and tear down over the entire event weekend.

Compensation: TBD



<https://rockrollrun.com/>