



PEGCITY STEPPERS

# Job Description



## Race and Events Director

**Position Title:** Race and Events Director

**Location:** Remote

**Commitment:** 20 hrs. per Month

**Term:** 1 Year

**Reports To:** Executive Director

**Compensation:** Voluntary with Benefits (Refer to the Benefits Section)

### Business need

The **Race Events Coordinator** is responsible for planning, coordinating, and executing all race events for the club. This role ensures that races run smoothly, safely, and efficiently while creating an engaging and inclusive experience for participants. The ideal candidate is detail-oriented, organized, and passionate about bringing the running community together through well-managed events.

### What you need to know about the team

Pegcity Steppers is a community-focused, non-profit organization dedicated to promoting physical wellness, mental well-being, and community engagement through running, walking and fitness. We offer programs and events designed to bring people together, build healthy habits, and support a welcoming and inclusive environment. Pegcity Steppers is in its 5th year of operation and seeking to expand our reach and services offered.

## About the job

<p><b>Essence of the role:</b></p> <ul style="list-style-type: none"> <li>The Race &amp; Events Coordinator plays a vital role in shaping the club's race calendar and fostering a strong running community. This role is about more than just scheduling races—it's about creating opportunities for members to challenge themselves, stay motivated, and connect through shared experiences.</li> </ul>	<p><b>Examples of projects candidate will be working on:</b></p> <p><b>Researching and Selecting Races</b></p> <ul style="list-style-type: none"> <li>Identifying local, national, and international races that align with the club's interests.</li> <li>Researching race registration dates, fees, and group discounts.</li> <li>Evaluating race difficulty levels to ensure a variety of options for members.</li> </ul> <p><b>Creating an Annual Race Calendar</b></p>	<p><b>Impact of the role to the organization's collective success</b></p> <ul style="list-style-type: none"> <li>By researching and selecting the best races, coordinating club participation, and organizing training runs and social events, the Race &amp; Events Coordinator ensures that members have a <b>diverse, exciting, and well-planned year of racing and engagement.</b></li> </ul>
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	<ul style="list-style-type: none"> <li>• Compiling a structured calendar with key races for club participation.</li> <li>• Keeping members informed about upcoming races, deadlines, and logistics.</li> <li>• Updating the calendar with new races and removing canceled events.</li> </ul>	
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Roles and responsibilities	Skills and experience
<p><b>Race Research &amp; Calendar Planning:</b></p> <ul style="list-style-type: none"> <li>• Research and identify local, national, and international races suitable for club participation (e.g., marathons, charity runs, relay races, and fun runs).</li> <li>• Create and maintain an annual race calendar, ensuring a variety of events catering to different running levels and interests.</li> <li>• Collaborate with club members to gather input on race preferences and participation goals.</li> <li>• Monitor and update event details, including registration deadlines, costs, and travel logistics.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in race coordination, event management, or logistics (a plus).</li> <li>• Knowledge of major race events, running organizations, and endurance sports culture.</li> <li>• Excellent communication and leadership skills.</li> <li>• Familiarity with race registration platforms and event management tools (a plus).</li> <li>• Passion for running, fitness, and community engagement.</li> </ul>

**Club Race Participation Coordination:**

- Facilitate group registrations and secure team discounts where applicable.
- Organize travel, accommodations, and logistics for races outside the club's home base.
- Act as the main point of contact for race-related inquiries and club member coordination.
- Provide pre-race communications.

**Partnership & Community****Engagement:**

- Establish relationships with race organizers, local running stores, and fitness communities.
- Collaborate with the **Sponsorship & Fundraising Director** to secure partnerships for club-hosted events.
- Encourage member participation in charity runs, wellness initiatives, and community events.

**Benefits**

- 1 Pegcity Steppers branded Board Member T-Shirt
- Entry to 1 race of your choice within the term of service under or up to a \$70 value.
- The opportunity to make a tangible impact on the health and wellness of the community in Winnipeg.

- Opportunity to give back to the community and inspire others.
- Work in a flexible, supportive environment, with the ability to make a meaningful contribution to an active, vibrant community.
- Networking opportunities with other community leaders, local businesses.

### Expression of Interest

If you are interested in serving in this role for a 1-year term, please apply using the following link [Volunteer Opportunities | Pegcity Steppers](#).