

October 10, 2017

Volunteer Coordinator position opening at Savage Race

The Opportunity:

Founded in 2011, Savage Race is a nationwide obstacle course race series featuring 27 world class obstacles over its 5-7 mile courses. Savage Race hosts 60,000 racers per year, and is among the top-rated OCR series in the world. Savage Race differentiates itself from competition with its best-in-class obstacles, amazing customer service, and consistently exceptional customer experience.

We seek a proactive, dedicated, and experienced event professional with a background in volunteer management to coordinate volunteers for all Savage Race events. This position will report to the Event Director and requires significant collaboration with the Event Director, Build Director, and Customer Service department. The Volunteer Coordinator will be able to work remotely but must be able to travel to all events

Job responsibilities include:

- Lead, manage, and hold accountability for all volunteers prior to, during, and after events
- Excellent written and verbal communication skills
- Set up volunteer registration for all events on TicketSocket
- Recruit volunteers for events as needed
- Draft and send volunteer instructions for each event/shift
- Send thank you emails and future race codes to volunteers and process volunteer donation forms as needed
- Respond to emails sent to volunteer@savagerace.com and assist the Customer Service department with inquiries sent via Zendesk and Facebook
- Update Volunteer FAQ as needed
- Maintain inventory of all items required for volunteers, including but not limited to: volunteer shirts/hoodies, security shirts, trash/recycle bags and waivers,
- Coordinate with Event Director to order necessary supplies
- Maintain detailed log of hours worked
- Position requires travel on event weekends



Requirements:

- Must be able to travel to all [events](#)
 - Volunteer Coordinator would be required to be onsite on the day prior to each event and would depart the day following the event
- Knowledge of Microsoft Excel and Word
- Ability to learn new programs and platforms, including but not limited to TicketSocket, MailChimp, Basecamp, Slack and Zendesk.

Compensation package:

Base Pay: Competitive hourly wage (average of 10-20 hours per week)

Per Diem (on travel/event days): \$30 per travel day when meals are not provided

Transportation and Travel: We will provide transportation as well as a hotel room for each event

Planned Start Date: ASAP

How to apply:

Applicants should send a cover letter, resume, availability, and references to careers@savagerace.com

