

**Job title: Race Director, Go For the Burn Run (Volunteer Role)**

Job Purpose: To organize and oversee the Go For the Burn Run

Duties and responsibilities:

- Work with the Chair of the Mamingwey Burn Society to plan event details including uploading the registration information and entry forms to the Running Room (Race Roster) platform.
- Send intermittent emails to the Go For the Burn database (past participants) to promote the event once registration is live.
- Work with MRA to get Go For the Burn Run sanctioned by them. This includes signing a contract with MRA, submitting Go For the Burn Run details to MRA, submitting race results to MRA, and ensuring MRA's sanctioning requirement are met by Go For the Burn Run.
- Complete the Equipment Order Form for MRA and submit it in time. Arrange for pick up and return of the MRA equipment.
- Ensure the participants complete the appropriate waiver form and keep track of participants who are MRA members (to give the \$5 discount).
- Communicate with participants who need more information or who need help with registration.
- Know the racecourse and where each volunteer will be during the event.
- Work with the timing company to ensure we get the results we need in a timely fashion.

Qualifications:

- High School Education and some sort of post-secondary
- Knowledge of the Burn Survivor community
- Ability to look outside the box and multitask to find a logical solution for a problem
- Willingness to work as a team
- Experience in working with a team
- Experience planning events, particularly a charity run
- Computer Knowledge including word, excel and outlook

Working conditions:

- Attend evening committee meetings, there are about 5 per year and are usually virtual.
- Working outside during early spring in rain or snow
- Handing out leaflets at different races before the event
- Continuing correspondence with committee through email
- Be available for race kit pick up on the 2 days prior to the event

Physical requirements:

- Being about to carry recycling /garbage bins, boxes of water, medals, race materials including signs.
- Being able to move tables and chairs.

Reports to: Chair, Mamingwey Burn Society

Direct Reports: Volunteer Coordinator