Director of Race Operations

Job Description & Application Instructions

About RunVermont:

RunVermont is a non-profit organization dedicated to promoting the sport of running as a lifelong activity and hosting premier running events in the state of Vermont. In addition to the M&T Bank Vermont City Marathon & Relay, RunVermont also produces a variety of other races and community running programs throughout the year. With a small staff, RunVermont relies on consultants and dedicated volunteers. For more information, please visit runvermont.org.

Overview:

The Director of Race Operations is responsible for operational components related to design and activation of RunVermont races and fun runs, including the M&T Bank Vermont City Marathon & Relay, Half Marathon Unplugged, Island Vines, and Freezy Cheeks 5K Series. This position reports to the Executive Director and works with internal staff and consultants to execute logistics, conduct safe events, and ensure that our races and fun runs align with RunVermont's mission.

A successful Director of Race Operations will be detail oriented, organized, quick-thinking, calm under pressure and deadlines, and an enthusiastic team player who can lead on all facets of RunVermont's race and fun run operations. The Director of Race Operations is expected, and encouraged, to work as a collaborative member of the RunVermont Team, consisting of staff and volunteers, and to serve as a mentor to those new to the RunVermont community and/or race operations.

Job Responsibilities:

Primary job responsibilities include:

- Maintaining the base level planning, implementation, and delivery in race operations areas for all RunVermont races and fun runs, including:
    - Designing, measuring, and documenting racecourses, including start and finish areas, course layout, aid stations, and relay zones. Work product must serve a diverse set of needs, including contractors (timing, portos, etc.), partners (vendors, sponsors, media, etc.), municipal service providers (law enforcement, fire, etc.), staff, and volunteers.
    - Designing resources and implementation tools for volunteers in the areas of aid stations, course monitors, and relay exchange zones.

  - Certifying certain racecourses under USATF requirements, planning for course contingencies to maintain certification for racecourses that RunVermont certifies, and overseeing, in conjunction with the Executive Director, RunVermont's adherence to USATF standards and requirements for sanctioned events.
  - Creating and updating production plans for RunVermont races, exclusive of those under the purview of the Director of Youth Programming.
  - Ensuring, in conjunction with the Executive Director, that service contracts and permits—including municipal permits, police and EMT, rentals (portos, barricades, sound equipment, etc.), waste disposal, transportation, security, and others as necessary—are in place and within budget in a timely manner.
  - Ensuring course access and safety, including coordination with Medical Team and medical providers.
  - Ensuring, in conjunction with the Executive Director, delivery of safe events.
  - Setting up and directing the setting up of course infrastructure, inclusive of cones, barrier bars, signage, markings, etc. This will involve the movement of equipment and supplies, including those that are 50+ pounds.
  - Serving as a resource to the Director of Registration to ensure accurate timing processes, whether done internally or through a contractor, and the posting of accurate race results.
  - Training volunteers in a race operations function.
- Managing RunVermont inventory of supplies and ensuring that RunVermont has adequate and appropriate supplies to fulfill all requirements of race operations.
- Serving as the primary contact for any championship designations such as those offered through RRCA or USATF. This includes responsibility for applying for designations at the direction of the Executive Director and any subsequent compliance or reporting requirements.
- Recruiting volunteers to join the M&T Bank Vermont City Marathon Race Committee and oversee members of the Race Committee with operational functions.
- Supporting the Director of Youth Programming in race operations matters for races and fun runs only open to youth participants.
- Working with RunVermont staff to set registration prices and field sizes for RunVermont races.
- Providing customer service to participants in response to questions and concerns related to race operations.
- Providing written content for RunVermont communications, including emails, social media posts, blog posts, and the newsletter.
- Ensuring, in conjunction with the Executive Director, that sponsorship commitments related to branding and other operational components are met.
- Serving as a representative of RunVermont as directed by the Executive Director.
- Filling other roles as directed by the Executive Director.

- Serving as the Executive Director in the Executive Director's prolonged absence if designated.

Job Requirements:

- College degree preferred.
- Minimum of five years (10 years, preferred) of experience in race organization for similar sized or larger events or race production groups.
- Commitment to RunVermont's mission, especially as it relates to promoting running as a lifelong activity, living a healthy and active life, and encouraging youth to live a healthy and active life.
- Highly motivated with the ability to work both independently and as part of a team.
- Strong organization, prioritization, project management, and multi-tasking skills.
- Demonstrated ability to stay focused in pressure situations to ensure good outcomes.
- Effective written and verbal communicator.
- Proficient in Microsoft Office 365 and RunSignup, or the ability to learn.
- Able to work weekends and holidays, including all race days, in outdoor settings in all weather conditions.
- Able to lift 50+ pounds.

Position Supervisor:	Executive Director
Employees Supervised:	Seasonal Race Operations Assistant
Position Classification:	Non-Exempt
Position Scope:	Full-time, year-round. Approximately 36 hours/week. Flexible schedule and mandatory overtime required around events. Position has the opportunity to be hybrid remote/in office.
Anticipated Salary:	$30–40/hour
Position Benefits:	A generous health care package, retirement plan, accrued vacation and sick time, and 9.5 designated and floating holidays.

To apply, please submit in PDF format a resume and cover letter explaining your interest and qualifications to anthea@runvermont.org not later than January 19, 2027. Please put your name and "Director of Race Operations Application" in the subject field of the e-mail. We anticipate conducting interviews in January and February 2027, with a start date in February 2027.

RunVermont is an Equal Employment Opportunity and Affirmative Action Employer and looks forward to an inclusive hiring process. RunVermont is committed to fostering an inclusive and diverse community, and encourages a broad range of applicants including women, people of color, LGBT individuals, members of ethnic minorities, foreign-born residents, and veterans to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.