Seasonal Race Operations Assistant
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 Seasonal Race Operations Assistant supports the Race Operations Team to produce the Half Marathon Unplugged, RunVermont's Memorial Day Weekend Youth Events (the M&T Bank Vermont City Two Mile and Mini Marathon), and the M&T Bank Vermont City Marathon & Relay, as directed by the Chief of Race Operations and/or Executive Director.

This is a temporary, part-time position running from approximately March through early June. The position averages ~10 hours per week, with increased hours (30–40+ hours, some over the weekend) during the week of Half Marathon Unplugged and the week before and of the M&T Bank Vermont City Marathon & Relay.

There also may be opportunities for the Seasonal Race Operations Assistant to support the Race Operations Team for individual races in January to February and June to September.

A successful Seasonal Operations Assistant will be an enthusiastic team player who can jump in on a variety of tasks to help ensure the safe and successful delivery of these events. The Seasonal Operations Assistant is expected, and encouraged, to work as a collaborative member of the RunVermont Team, consisting of staff and volunteers.

Job Responsibilities:

Primary job responsibilities include:
- Event Logistics Support

  - Assist with setup and breakdown of event sites, including start/finish areas, course signage, barricades, aid stations, and other on-course infrastructure.
  - Assist with course marking, signage, and monitoring.
  - Support aid station logistics, including preparation and delivery of supplies.
  - Support coordination and organization of event supplies, including inventory tracking, packing, loading, and unloading of equipment and materials.
  - Help ensure that course and venue setups align with production plans.

- Pre-Event Support
  - Participate as a collaborative member of the RunVermont team in planning for events.
  - Assist with communications to race operations partners (vendors, Race Committee members, volunteers, and municipal liaisons) as needed.
  - Provide general administrative support to the Chief of Race Operations, Executive Director, and other members of the Race Operations Team in preparation for event days.
  - Respond quickly and professionally to direction from RunVermont staff and crew leaders to ensure smooth race-day operations.

- Volunteer Support
  - Communicate with and train volunteers, including Race Committee members, leading up to and during events.
  - Assist with volunteer check-in, training, and deployment during events.
  - Provide on-site support to Race Committee members and volunteers.

<u>Job Requirements</u>:

- College degree preferred (or being completed concurrently).
- Experience in race organization preferred.
- Commitment to RunVermont's mission, especially as it relates to supporting 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.
- Ability to lift 50+ pounds.

Position Supervisor:	Chief of Race Operations
Position Classification:	Seasonal/Non-Exempt
Position Scope:	Seasonal (mid-March to late-May) Approximately 10 hours/week and 30-40+ hours/week (including on the weekend) during the week of Half Marathon Unplugged and the weeks before and of the M&T Bank Vermont City Marathon & Relay Position has the opportunity to be hybrid remote/in office.
Anticipated Salary:	$23–25/hour
Position Benefits:	Cash payment in lieu of benefits based on hours worked and years of service

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 4, 2026. Please put your name and "Seasonal Race Operations Assistant Application" in the subject field of the e-mail. We anticipate conducting interviews in January and February 2026.

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.