
Title

Event/Race Day of Prep

Purpose

To effectively prepare an event/race before the activities begin.

Qualifications

- Good communicator
- Ability motivate a team
- Multi-tasker
- Detail oriented and follow-through abilities
- Service oriented
- Strong interpersonal skills and ability to work creatively, collegially and collaboratively. Ability to work effectively with and provide prompt, courteous customer service to all constituents.
- Able to lift up to 30 lbs.

Time Requirements

8-12 hours day of event

Start/End Date or Term Length

Per event

Responsibilities/Activities

- Setup location to include chairs, tables, podium, food
- Arrange printed material, nametags, etc. on tables
- Check sound and lighting equipment with vendor(s)/venue
- Ensure space and hook-ups are available for media
- Ensure decorations/Course markers are in place
- Help decorate event
- Assist with selling tickets
- Check in event guests/racers
- Host Rewards Ceremony

Evaluation

Event guests are to fill an event experience survey that will be analyzed at following meeting

Probationary Period

Our probationary period for this position is 1 event long; during which the board members carefully consider whether you're meeting our standards and expectations of the job and if you should be retained by the Road Warriors Corp as a "regular" volunteer/employee.

Benefits

Learn about our organization; See if this a career path for you; Networking opportunities; May lead to a permanent employment opportunity; Gain Experience; Gain new skills; Strengthen your CV; Help People; Service Hours; Thanks/Rewards; Contribute to our Goals; Approved Reimbursements

Orientation/Training

Adequate training will be provided to ensure that all new staff, students, and regularly scheduled volunteers have the knowledge base to work in their agreed position.

Supervisor

Event/Race Manager or Latisha “Lety” Gonzalez; Executive Administrator

Reimbursement Procedure

A proof of the expense should be submitted in writing (may be in the form of receipt). The supervisor and board members will review the expense to determine whether it is valid. Once approved a reimbursement will be arranged with associated parties.

Grievance Procedures

The grievance will be submitted in writing. The supervisor and board members will review the grievance to determine whether it is valid. Then a discussion of complaint with associated parties.

Anti Discrimination Statement

The Road Warriors Corp. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Confidentiality Statement

All Road Warrior Corp information, beneficiary information, employee/volunteer records, financial and operating data of the practice, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by any one unless pertaining to his or her specific job requirements. The unauthorized disclosure of the confidential information by employees/volunteers can subject each individual involved to civil and criminal liability. Disclosure of confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action up to and including termination.