



POSITION/TITLE: Volunteer Coordinator
STATUS: Part Time
DEPARTMENT: Event Management

TRACK SHACK EVENTS

We are in the business of helping individuals reach their health and wellness goals through participation in running and walking events. Track Shack Events is a locally owned event marketing company that produces 16 unique road races throughout Central Florida. It is the sister company to Track Shack, a specialty running retailer.

JOB DESCRIPTION

The Volunteer Coordinator supports Track Shack Events (TSE) by planning and executing volunteer recruitment, maintaining clear communication with groups and individuals, managing volunteers on race day, and completing pre and post-event reporting. This role ensures the effective planning, execution, and management of volunteers to create a positive race experience for participants and the community.

RESPONSIBILITIES

- Approximately 15-20 administrative hours per month plus event days.
- Capture per-event needs and create Master Recruitment Document.
- Create and submit the event volunteer needs document to the Track Shack Events Team.
- Recruit groups and individuals.
- Send volunteer confirmation emails to groups and individuals.
- Track and record pre and post-event volunteer numbers.
- Attend weekly planning, timeline review, and post-race meetings.
- Respond to emails within 24 hours.
- Submit Weekly Volunteer Recruitment Report.
- Manage volunteer check-in, check-out, and assignments on race day.
- Document post-event notes for continuous improvement.
- Submit Honorarium Reports for group donations.
- Submit volunteer attendance and post-event numbers.

QUALIFICATIONS AND SKILLS

- Provide personal computer or laptop.
- High school diploma or equivalent.
- Minimum of 2 years of experience in customer service or volunteer work.
- Excellent communication skills, both written and verbal.
- Strong organizational and time-management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Strong problem-solving and conflict-resolution skills.
- Positive attitude and a passion for volunteer management.
- Interest in running and road races events is a plus.

BENEFITS

- \$20 per hour for administrative work
- \$200 per Event, excluding (Corporate 5K \$400 and OUC Half Weekend \$1,000)
- Complimentary event entries
- Discounts on running apparel

Please send cover letter and resume at volunteer@trackshack.com