

Position: Volunteer Coordinator, Rock 'n' Roll Mardi Gras Marathon & ½ Marathon  
Company: Competitor Group, Events Division

Timeframe: Contractor position November 2010- February 2011

**Company Overview:**

Competitor Group is the leader in endurance sports media, marketing, and event management.

Competitor markets and manages the Rock 'n' Roll Marathon Series, a series of musical marathons

that take place throughout the United States. For more information visit

[www.competitor.com](http://www.competitor.com) or

[www.runrocknroll.com](http://www.runrocknroll.com).

**Job Description:**

Recruit approximately 2,400 volunteers for the Rock 'n' Roll Mardi Gras Marathon & ½ Marathon benefiting the American Cancer Society in accordance with the event's volunteer plan, including Expo, Start Line, Finish Line, and Water Station volunteer needs. Race day is Sunday, February 13, 2011.

Volunteer Coordinator responsibilities include, but are not limited to:

- Recruiting all volunteers for the event
- Updating and managing online volunteer database
- Providing regular, clear and professional communication to volunteers
- Working closely with Water Station Logistics Coordinator to place volunteer groups
- Expanding volunteer participation through community partnerships
- Building and maintaining relationships with community and local organizations
- Mailing of confirmation materials 2-3 weeks prior to event
- Managing volunteer check-in during four-day event weekend
- Post-race follow up on all volunteer-related issues

**Skills/Knowledge Required:**

Strong candidates will have, at a minimum, the following skill sets, knowledge and traits:

- Strong computer skills, including email and Microsoft Word and Excel
- Excellent written and oral communication skills
- Familiar with Denver events and general surrounding area
- Experience recruiting and managing volunteers
- Strong interpersonal skills
- Works well under pressure
- Passionate about working with people, ability to relate to others

**Tools Provided:**

Competitor Group will provide the following during recruiting process and race weekend:

- CGI email address for all volunteer email communication
- CGI phone number to be used as "Volunteer Hotline"

CGI staff will manage volunteers in each functional area during race weekend

- Training on proprietary online volunteer software
- Use of historical database of thousands of veteran volunteers