

**WATER STATION COORDINATOR
ROCK 'N' ROLL MARDI GRAS MARATHON & ½ MARATHON
benefitting the American Cancer Society**

Race Date: Sunday, February 13, 2011

Job Description

The Water Station Coordinator for the Rock 'n' Roll Marathon and ½ Marathon is responsible for one main project for the event, with several facets:

- 1) Implementation of on-course operations of water stations
- 2) Conducting a Team Captain Orientation and Training
- 3) Overseeing water station volunteers on race day
- 4) Coordinating with appropriate Water Department authorities (or other institutions that may provide water) in installation of special hydrant fittings and pressure regulators on race day, or filtration system nozzles, if appropriate
- 5) Pre-race loading and post-race unloading of supplies on trucks
- 6) Communicating instructions, expectations, directions and other pertinent information to service providers and volunteers

The largest and most crucial task is coordinating all water station details in a timely manner on race day while ensuring the safety of all the volunteers. This is a part-time project position, September through February, with the weeks leading up to race day in February requiring full-time attention and/or longer hours.

Project Background

Rock 'n' Roll Mardi Gras will be held on Sunday, February 13, 2011, with an expected 18,000 runners. The Marathon and ½ Marathon water stations require approximately 1,200 volunteers on Race Day, plus additional groups for truck loading and unloading. There will be a detailed water station plan.

Project Support

The Water Station Coordinator will work closely with the senior operations manager and the event manager, both of whom will provide direction and advice. Close coordination will be needed between the Water Station Coordinator with the Volunteer Coordinator, who recruits water station volunteers, sends race day assignments and assists in training.

The Water Station Coordinator completes most of the assignment at his/her home or personal office, with a dedicated email address for communication with service providers and volunteers.

Responsibilities and Requirements

- Learn the race course (location of water stations, water hydrants, and/or other water source locations), logistics, procedures, safety precautions, civic and neighborhood regulations that affect water station operations, race day timeline, and supplies.
- Recruit small group of "lieutenants" to assist in specific tasks (e.g. truck loading/unloading for water stations, plus race day oversight of water operations).

- Coordinate installation of special hydrant fittings, pressure regulators and hoses on race day.
- Maintain positive relationship with staff, sponsors and service providers to solve problems and assure smooth Race Day operations.
- Prepare driving directions and maps for truck drivers and volunteers for each water station. Coordinate how to get volunteers to water stations that may be difficult to access.
- Coordinate with truck drivers re Race Day expectations, schedules, directions and duties.
- Recruit and arrange schedules of group(s) for loading and unloading trucks.
- Supervise pre-race loading and post-race unloading supplies on trucks.
- Communicate regularly with water station group captains and teams, explaining timeline, tasks, safety, procedures for set-up, serving and clean-up.
- Meet selected Water Station Team Captains at course sites to plan logistics and race day operations of that station.
- Verify that access and parking directions and maps are accurate and update when appropriate.
- Assist Volunteer Coordinator with post-marathon follow-up and evaluation.
- Proactive, organized, outgoing individual comfortable with planning and directing groups of people in specific tasks in a timely manner.
- Team player with good attitude, professional demeanor and flexibility