



# Operations Manager Job Description

## POSITION DESCRIPTION

The Operations Manager is responsible for the physical production of League races. Just as the Race Director is the face of the race and responsible overall, the Operations Manager is getting everything done. He or she will manage the race weekend itself and may be involved in pre-race planning and post race follow-up. On the race weekend the Operations Manager supports the Race Director by managing race staff and volunteers as they set-up and run the race. He or she is recruited by and reports to the League Director.

## RESPONSIBILITIES

- Know and understand all logistics and relationships involved in each race
- Attend meetings with League Director prior to, and post, races
- Organize and load/unload the Race Production vehicle (optional)
- Manage all race weekend employees
- Manage all race weekend equipment
- Manage and maintain a high level of safety
- Manage volunteer effort with assistance of Volunteer Coordinator
- Manage timeline on Friday, Sat. and Sun.
- Respond to unpredicted challenges
- Mentor staff and volunteers
- Survey the infield

## IDEAL QUALITIES

- Personable - works well with a wide variety of people
- Managerial Experience
- Organized
- Attention to Detail
- Problem Solving
- Planning Logistics
- Event management experience
- Experience working with volunteers
- Trainable
- Good at receiving feedback

## COMMITMENT

- Available to attend every race weekend
- One to two planning meetings per race
- Ideal commitment is 3+ seasons

**Please contact your League Director to get involved with this and other positions.**