



## POSITION DESCRIPTION

The Parking Manager works with the Race Director (RD) and Operations Manager (OM) to manage all parking and traffic during the event weekend. They will be implementing the plan from the RD and discussing any needed changes with the RD and OM. They will work with volunteers on race day. The Parking Manager is the **first impression** our racers and spectators have so keeping a smile on your face while being firm with patrons will help create a positive vibe for the families and the racers as they start their race day weekend with us.

## RESPONSIBILITIES FOR SET UP/ TAKE DOWN/ RACE DAY

- Set up traffic flow/ parking areas for staff, head coach parking, handicap, & most importantly spectator/ race parking.
- Use cones, signicades, delineators to instruct drivers
- Keep track of all parking equipment
- Train & manage all parking volunteers
- Oversee shuttle services if venue requires them
- Oversee parking lots outside of venue (if needed)
- Direct drivers where to park on pre-ride & race day
- Manage entrance into team Pit Zones
- Make sure that volunteers are attentive and on task

## IDEAL QUALITIES

- Ability to deal with high stress environments
- Good at problem solving
- Personable and friendly
- Good communicator and able to ask for help and/or clarification
- Ability to give instruction clearly and in a quick manner
- Attention to detail
- Physically fit to pound stakes and carry up to forty pounds
- Good at receiving and integrating feedback
- Ability to manage multiple volunteers that are spread out

## COMMITMENT

- Available to attend every series race in person (Saturday set up & Sunday Race Day)
- Available for Race Crew Training and NICA guild calls
- Available for potential rain out (if needed)
- Available for email communication before and after races if needed
- Ideally, able to commit for 2+ seasons.