



Manager – Volunteer Services

Atlanta Track Club is a nonprofit committed to creating an active and healthy Atlanta. Through running and walking, Atlanta Track Club motivates, inspires and engages the community to enjoy a healthier lifestyle. With more than 30,000 members, Atlanta Track Club is the second largest running organization in the United States. In addition to the Atlanta Journal-Constitution Peachtree Road Race – the largest 10K running event in the world, the Publix Atlanta Marathon, the PNC Atlanta 10 Miler and Invesco QQQ Thanksgiving Day Half Marathon, Atlanta Track Club directs more than 40 events/programs annually. Through the support of its members and volunteers, Atlanta Track Club also maintains a number of community initiatives including organizing and promoting its Kilometer Kids youth running program to metro Atlanta youth.

Reporting to the Director - Events, the Manager – Volunteer Services is responsible for the developing and overseeing the volunteer program at Atlanta Track Club. As a volunteer driven organization, volunteers are the foundation of our success and the ability to manage large groups of individuals is a must. The person who accepts this role has extensive experience in the running industry or volunteer services and believes that running and walking can be used to positively impact health and wellness. Additionally, this person must be willing to work weekends, evenings and holidays. The key functions for this job are as follows:

Responsibilities Include:

- Manage the growth of the Club's volunteer program by developing relationships with individuals and volunteer communities to recruit and retain volunteers.
- Responsible for developing and maintaining a comprehensive volunteer registration platform for all volunteer events and programs
- Design and lead comprehensive recruitment plan for volunteers for 40+ events/programs, office projects, ancillary events, expos, etc. This will require creativity and collaboration with Club's marketing team.
- Create and execute digital newsletter communications for volunteers.
- Work with Atlanta Track Club staff to identify the dynamic volunteer needs for each event and continually update needs throughout the registration and planning process leading up to an event.
- Ongoing recruitment and communication with large event crew chiefs and staff.
- Plan and implement volunteer training as needed, including a minimum of four crew chief meetings each year.
- Manage volunteer apparel and gifts for all events and celebrations.
- Oversee Pace Team registrations, communications and race day setup.
- Work with Run Leads on registration and crew chief recognition.
- Manage groups of 1000+ volunteers for the Club's four signature events, Publix Atlanta Marathon, Half Marathon & 5K, Atlanta Journal-Constitution Peachtree Road Race, PNC Atlanta 10 Miler & 5K and Invesco QQQ Thanksgiving Day events.
- Oversee volunteer appreciation events including two crew chief appreciation parties, as well as the All Comers Celebration, Grand Prix and Volunteer Awards Banquet and Volunteer Appreciation Month each April.
- Maintain all volunteer pages on Atlanta Track Club website.
- Document and track volunteer time for the All-Star program, as well as, recognition in Wingfoot Magazine
- Share feedback with staff to acknowledge strengths, successes and to make improvements for future volunteer activities.
- Successfully fulfill all volunteer needs of organization.
- Assist in the execution of all events.
- Success in the above areas requires cross-functional relationships with many departments within the organization.
- Manage team of volunteer coordinators.

Minimum Job Qualifications

- 2-3 years of running industry and/or volunteer management experience preferred.
- Excellent communication skills, written and verbal.
- Ability to manage large groups of individuals.
- Ability to build and maintain with a variety of personalities and skill levels
- Strong attention to detail.
- Database management.
- Must be a self-starter and possess the ability to work both independently and as part of a team.
- Must be highly organized, efficient, and detailed.
- Proficiency in Microsoft Office Suite.
- Strong people skills.
- Ability to work under pressure.
- Excellent decision-making and problem solving skills.
- Must be available to work weekends select holidays and extended hours as needed.
- Creativity and passion for the ATC mission.
- Demonstrated commitment to running and physical fitness preferred.
- Ability to, on occasion, lift and move boxes and other event infrastructure up to 25 pounds.

To apply please send resume to careers@atlantatrackclub.org.