

TWIN CITIES IN MOTION

TCM Association Openings

VOLUNTEER WITH TCM

Thanks for your interest in the Twin Cities In Motion Association. Please find descriptions of the current openings below. Apply by completing the TCM Association Interest Form at tcmevents.org/volunteer.

Events & Services Division

Charter Club Captain (1 position available):

Serve as the representative for the Charter Club (Participants who have finished every Twin Cities Marathon). The Charter Club currently consists of 27 members. Answer Charter Club questions prior to race weekend. Attend race weekend functions with the Charter Club members. Events include Marathon Weekend October 6 and 7.

Key Job Responsibilities:

- Serve as a point contact for Charter Club Members prior to race weekend which may include phone contact, e-mail, and/or social media.
- Serve as the point contact for Charter Club Members at events during race weekend.
- Attend the Twin Cities Marathon VIP Reception along with the Charter Club Members. Assist with reception set-up and VIP gift distribution.
- Meet Charter Club members at the designated starting line meeting location and assist in accompanying them to the marathon start.
- Greet the Charter Club finishers at the Finish Line.
- Attend planning meetings, start line walkthroughs, and finish line walkthroughs.

Key Skill Sets:

- Excellent communication skills
- Organization
- Knowledge of event preferred
- Initiative

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Continued...



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Race Operations Division

Signage Chair – Race Operations Committee Member (1 position available):

Signage is essential for a safe and enjoyable event. The Event Signage Chair will assist in the set up and management of event signage on Friday, Saturday and Sunday of the Medtronic Twin Cities Marathon Weekend. This position will support TCM staff in gathering signage needs from all event divisions, communicating what signs need to be ordered, organizing signs prior to race week, and ensuring that signage is properly displayed throughout the start area, finish area and 27th mile areas. The Race Operations team and the Event Experience Manager on TCM staff will help with this process. As Signage Chair, your responsibility is to ensure that all necessary signs have been displayed in the correct locations. The Signage Chair is appointed by and reports to the Race Operations Division Director.

Key Job Responsibilities:

- Assist with annual warehouse signage inventory (in conjunction with TCM Staff)
- Assist TCM Staff in collecting signage needs from other volunteer divisions as needed
- Create signage delivery schedule, including:
 - Dates and times that each committee needs their signs in hands
 - Outline of who is responsible for displaying signage for each committee
 - If committees are hanging their own signs, coordinate sign bundle pick-up and drop-off
- Prepare and organize signs for distribution and labeling groups of signs based on committee, distribution location, and quantity (this occurs 2-3 weeks prior to the event)
- Attend monthly committee meetings prior to the event and other meetings as needed
- Be familiar with the State Capitol Grounds, the Saturday & Sunday event layouts, and the start line layout
- Partner and integrate your role within the Race Operations Division; work closely with staff and other committee members in the planning and execution of the event
- Assist event divisions in affixing event signage in correct locations at the start line, finish line, and 27th mile
- While Saturday and Sunday events are taking place, take operational photographs of displayed signs. Pay close attention to signs that need to be re-printed, signs that were not hung properly, could be positioned better, or any other possible improvement in the future
- Instruct individual volunteers assigned to help you with sign bundling and sign setup
- Available to work Friday, Saturday and Sunday of Medtronic Twin Cities Marathon Weekend (as needed)

Key Skill Sets:

- Organization
- Knowledge of events preferred
- A positive attitude!
- Excellent communication skills
- Initiative
- Ability to lift 25-50 pounds

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