

# 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](http://tcmevents.org/volunteer).

#### Race Operations Division

**Radios/Utility Carts Chair** (1 position available)

**Reports to:** Race Operations Division Director, TCM Association

**TCM Staff Lead:** Senior Race Operations Coordinator, TCM Staff

**Role Summary:** Manage and track radio, AED and cart distribution throughout race weekend by checking equipment out and back in to individuals as assigned

#### Key Responsibilities and Time Sensitive Items:

- Work with TCM Staff Lead to update radio assignments for 2019 Medtronic Twin Cities Marathon Weekend
- Inventory and label all assigned radios at TCM Office on Wednesday of Race Week
- Set up radio tent so it is ready for operation on Friday evening
- Oversee and track distribution of radios and AED's race weekend
- Track utility cart use and make sure all are returned as assigned.
- Inventory all radios and AEDs as they are returned Sunday afternoon. Provide TCM Staff Lead with a list of outstanding equipment.

#### Key Skill Sets:

- Responsible
- Organized
- Knowledge of events preferred
- Excellent communication skills
- Initiative
- Ability to lift 25-50 pound

#### Expected Annual Meetings (in addition to Race Operations Division Meetings):

- All meetings included in the Race Operations Division Description
- Radio labeling, TCM Office, Wednesday of Race Week (Early October)
- Radio Tent Hours: Friday: 5:30pm – 7pm, Saturday: 7am – 6pm, Sunday: 7am – 6pm (TBC)

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#### Race Operations Division

##### Head Course Marshals (4 – 5 positions available)

**Division:** Race Operations

**Committee:** Course

**Role:** Head Course Marshal (5 positions available)

**Reports to:** Race Course Co-Chairs, TCM Association

**TCM Staff Lead:** Sr. Race Operations Coordinator, TCM Staff

**Role Summary:** Head Course Marshals (HCM's) are essential for a safe and efficient Medtronic Twin Cities Marathon & 10 Mile course. Each HCM is assigned 1 – 2 miles of the course to monitor. It is your responsibility to recruit volunteers to act as Course Marshals at each intersection within your assigned area. The Volunteer Manager on Staff will help with this process. As a HCM, your responsibility is to ensure the safety of your Course Marshal volunteers, as well as each race participant. The duties to ensure volunteer and runner safety are not complex, but they are very important. All unofficial vehicles, bikes and spectators must stay off the course, and runners must stay on the course (unless they are stopping for aid, toilets, or nourishment).

#### Key Responsibilities and Time Sensitive Items:

- Be familiar with assigned section of the course
- Know who all your individual Course Marshal volunteers are
- Determine what intersections in your area course marshals will be working
- Understand barricade set up and breakdown procedures
- Know where the closest fluid station, medical station, and drop-out zones are located

#### Skill Set:

- Above average communication skills and ability to provide direction
- A positive attitude
- Must have a bike to carry out the duties assigned as a HCM

#### Expected Annual Meetings (in addition to race day):

- Head Course Marshal Meeting, TCM Office, September (required)

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#### Race Operations Division

##### Course Clock Setter (1 position available)

**Committee:** Course

**Reports to:** Race Course Co-Chairs, TCM Association

**TCM Staff Lead:** Sr. Race Operations Coordinator, TCM Staff

**Role Summary:** Each Course Clock Setter is provided with one or two clocks that they will set up at specific, assigned mile markers along the TC 10 Mile and/or Twin Cities Marathon courses. It is your responsibility to set up each clock at the correct mile marker location and start the clock for the assigned distance. If there is a timing sponsor, you may also be asked to attach sponsor signs to the clocks.

##### Key Contacts:

- Course Co-Chairs, TCM Association

##### Key Responsibilities and Time Sensitive Items:

- Be familiar and understand our assigned clock/mile marker location(s)
- Understand how to start, set and stop a clock
- Plug clock in on Saturday overnight to ensure it is fully charged for Sunday
- Understand clock set up and breakdown procedures
- Affix sponsor signs to clocks using tape provided (if applicable)
- Know where the closest fluid station, medical station, and drop-out zones are located

##### Expected Annual Meetings (in addition to race day):

- All Association Meeting

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#### Marketing and Public Relations Division

##### Marketing Experience Committee (MEC) Volunteer (3 positions available):

The MEC volunteer will join a committee with 10 other members who strive to meet their goal to: Support TCM in marketing outreach campaigns, event experience design and activation, and to act as positive and knowledgeable brand ambassadors in the community. As a year-round committee member, the MEC team primarily volunteers at the Valentine's Day 5K, Hot Dash 5K & 10 Mile, Red, White and Boom! TC Half Marathon, Relay & 5K and Medtronic Twin Cities Marathon Weekend race events.

##### Key Responsibilities include the following, but are not limited to:

- Take one lead job task role throughout the year
- Attend monthly meetings, missing only one (if needed)
- Assist in 2 events throughout the year (one must be Red, White & Boom! or Marathon Weekend)

##### Key Skill Sets:

- Responsible
- Organized
- Knowledge of events preferred
- Excellent communication skills
- Initiative
- Ability to lift 25-50 pounds

Depending on which project (or projects) you chose to work on will determine your required commitment.

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#### Marketing and Public Relations Division

##### Merchandise Committee Member – (1 position available):

##### Key Job Responsibility:

Marathon Expo Weekend store staffing and committee meeting attendance (approximately 3 meetings)

##### Key Job Requirements

- Providing superior guest experience during Marathon weekend
- Responsibilities include but are not limited to:
  - Thursday Expo Store Setup – hanging, wrapping mugs/pints, moving racks, etc.
  - Guest check out Friday, Saturday and Sunday
  - Floor Support Friday and Saturday – replenishing, re-hanging, folding and interacting with guests
  - Floor security
  - Attend committee meetings

##### Key Skill Sets

- Excellent verbal communication and customer service skills
- Retail experience (a plus)

##### Time Commitment

- Must work 3 of the 4 days during Marathon weekend – 5 hour increments each for a total of at least 15 hours

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#### **Youth Program Division- Saturday Events during Medtronic Twin Cities Marathon Weekend**

##### **Course Co-Chair (1 positions available)**

The primary function of this role is to setup and oversee the 10K, 5K and kids' run courses, particularly on race day. Duties of this position include ensuring that the start line is set-up in the correct position, working in cooperation with law enforcement to close roads and get cars off the road pre-race, and setting up the water stop, barricades, cones and timing clocks along the course. Volunteers are directed to key areas on and along the course to manage the 10K and 5K and then to allow efficient and safe changeover from 10K and 5K to kid's mile and then ½ mile. During the year, duties are light but include remarking of the course and volunteer recruitment.

##### **Key Skill Sets:**

- Responsible
- Organized
- Knowledge of events preferred
- Excellent communication skills
- Initiative
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#### Youth Program Division – Saturday Events during Medtronic Twin Cities Marathon Weekend

##### Gear Check Co-Chair (1 position available)

Gear Check is the area on the Capitol Grounds where Saturday Event participants may leave their gear while running/walking their events. Gear Check chair must set-up this area on Friday and manage it on Saturday.

##### Time Commitment:

- Attend monthly planning meetings June, July, August, September
- Set-up Friday evening – approximately 1 – 1/2 hours
- Manage on Saturday morning – approximately 6 hours

##### Key Job Responsibilities:

Coordinate with Race Committee logistics to confirm area location and set-up plan.

- Coordinate with Saturday Registration Chair to confirm bib number ranges for 5k, 10k, Loony challenges
- Set-up area on Friday – arrange bag drop tables, make sure marking pens and extra bags are ready, hang, set up signage, set up signs spread over area with bib range markings i.e. 501 – 600, 601-700, allow plenty of space to arrange bags in bib number order when they are dropped off
- Manage area on Saturday – Put up flag signs that say “Gear Check”, make sure area is good to go, coordinate with Volunteer Chair to ensure plenty of volunteers available for high volume bag drop and bag pick-up periods. Instruct volunteers that only TCM clear bags are allowed and they should make sure each bag is clearly marked with bib number before accepting it. High volume periods will be 10 – 20 minutes prior to each event start time and 10 – 20 minutes after the first finisher in each event. While participants are on the course, walk area and double check to make sure all bags are in the proper order and placed by the proper sign. Finish arranging any remaining bags from last minute drop offs. Gear Check closes at 10:45 a.m. If there are remaining bags we take them to Lost and Found/Info Area. Clean up all litter in area, take down signs, pack everything up for Saturday logistics to return to Lot H.

##### Key Skill Sets:

- Well organized, good people skills, able to handle peaks and valleys of activity

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#### Youth Program Division – Saturday Events during Medtronic Twin Cities Marathon Weekend

##### **FindMe/Ask Me (Info/Lost Kids) – (1 position available):**

The role of the **Find Me (Lost child)** is to work collaboratively with the TCM staff, committee members, volunteers signed up for the area and the participants in need of help in finding a child/parent (guardian) that has wandered off. To keep participants calm while we effectively, professionally and securely work through the process to reconnect child with parent/guardian.

##### **Find Me (Lost child) Responsibilities**

- Train volunteers in the lost child protocol
- Create/update "lost child" information form and have copies ready for event
- Help lost children/parents to re-connect with each other

##### **Ask Me (Information) Responsibilities**

- Train volunteers: Answering questions about the race and the race weekend. Direct participants and families to various race events/areas as needed.
- Hand out Spectator Guides. You will be holding an INFO sign and walking in a designated area of the race grounds.
- Participate/at times help facilitate monthly Saturday Events committee meetings April through November.

##### **Key Skill Sets**

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- Initiative

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#### Events & Services Division

##### **Pro Lodging Captain – Pro Recruiting Committee** (1 position available):

Make sure all pro athletes have a positive lodging experience with a smooth check in and check out.

##### **Key Job Responsibilities:**

- Work with Pro Athlete Recruiter and hotel to ensure rooms are booked
- Work with Pro Athlete Recruiter to enter arrival and departure times into Excel spreadsheet and keep up to date with runners' information
- Keep track of the number of room nights
- Reconcile hotel nights charged with TCM records
- Resolve booking issues as they occur
- Manage TCM arrival desk at the hotel to assist athletes in securing rooms

##### **Key Skill Sets:**

- Detailed oriented and ability to multitask
- Knowledge of Microsoft excel
- Work well with people
- Team player
- Understanding of hotel industry

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#### Events & Services Division

**Brew Crew** (4 positions available)

#### Key Skill Sets:

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- Organized
- Knowledge of events preferred
- Excellent communication skills
- Initiative
- Ability to lift 25-50 pounds

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#### Events & Services Division

##### VIP Experience (2 Positions available)

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