

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.

Women Run the Cities Division

Volunteer Chair (1 position available)

The Volunteer Chair will help attract, grow, and retain Women Run the Cities Volunteers. Assist in growing group recruitment efforts in the Twin Cities Community.

Key Job Responsibilities:

- Help with volunteer recruitment in the Twin Cities community
 - Attract, grow and retain individual volunteers
 - Grow “group” recruitment in the Twin Cities community
- Assist in the set-up and tear down of the volunteer check-in area
- Help to ensure a positive volunteer experience (starting with registration)
- Communicate with other committee leads to ensure their volunteer needs are being met
- Support volunteer recruitment through promotion within your networks in the Twin Cities community (TCM is founded on the connection and support of its volunteers)
- Help monitor and communicate volunteer registration/gaps within your counterpart division

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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Women Run the Cities Division

Sponsor Activation Captain (1 position available)

The Sponsorship Activation Captain will help oversee all areas of the Women Run the Cities vendor village/sponsorship area with the main goal of creating a safe, positive and fun event environment for all of those participating.

Key Job Responsibilities:

- Support sponsors load in and load out
- Deliver sponsor tables, tents, chairs
- Customer service sponsors as needed

Key Skill Sets:

- Organization
- Knowledge of events preferred
- A positive attitude!
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Women Run the Cities Division

Finish Line Co-Captain (2 positions available)

The Finish Line Captain will assist with planning, logistics, and management of the Women Run the Cities finish line on race day. The finish line is the same for all three distances, and is located on Godfrey Parkway. The Finish Line Captain oversees the entire area from the start of the finish barricade through the secure finish line exit.

Key Job Responsibilities:

- Help oversee the set-up and take down of the finish area on event day
- Assist with security and crowd control
- Lead volunteer training and supervision on event day
- Assist with set up of various aspects of the finish line:
- Barricade set-up and removal
- Signage placement
- Set-up clocks for 10-Mile / 10K and for 5K
- Marshal runners through the post-finish area to prevent any back-up
- Place tables for water, medals and finish food
- Place tarps over bananas if temperature is below 50°F
- Assist in distribution of medals, fluids and foods

Key Skill Sets:

- Organization
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Women Run the Cities Division

Head Course Marshal (3 positions available)

Head Course Marshals assist with the planning, logistics, and management of the Women Run the Cities course(s) on race day. Head Course Marshals will oversee race-day course marshals positioned at intersections along the courses.

Key Job Responsibilities:

- Attend course drive with TCM Staff
- Assist in the set-up and management of a safe course for participants
- Assist in the placement and training of course marshals along the course
- Work with the Fluid Stations captains leading up to and on race day
- Communicate the ongoing status and condition of the course to Race Operations Chair and TCM Staff
- Work with other committees (marketing, course entertainment, volunteers, etc.) regarding course needs and activations
- Assist in course set-up coordination, for example:
- Place barricades when roadways officially close
- Placing (and setting) split clocks
- Construct & place mile marker plumes

Key Skill Sets:

- Organization
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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 – (2 positions 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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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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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!
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- Initiative
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Red, White & Boom! Division

Head Course Marshal (1 position available)

Head Course Marshals assist with the planning, logistics, and management of the Red, White & Boom! course(s) on race day. Head Course Marshals will oversee race-day course marshals positioned at intersections along the courses.

Key Job Responsibilities:

- Attend Head Course Marshal Meeting with TCM Staff
- Assist in the set-up and management of a safe course for participants
- Assist in the placement and training of course marshals along the course
- Communicate the ongoing status and condition of the course to Course Captain and TCM Staff
- Work with other committees (marketing, course entertainment, volunteers, etc.) regarding course needs and activations
- Assist in course set-up coordination, for example:
 - Place barricades when roadways officially close
 - Placing (and setting) split clocks
 - Construct & place mile marker plumes

Key Skill Sets:

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Ride a bike

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Red, White & Boom! TC Half Marathon, Relay & 5K Division

Start Line Co-Chair (1 position available)

Gear Check (1 position available)

Fluid Station (1 position available)

Events & Services Division

Brew Crew (4 positions available)

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