

Local Race Director

Job Description

Organization: Skimo Northwest

Department: Race Committee

Reports to: Head Race Director

Time Commitment: 15hrs/mo

Compensation: Currently volunteer, compensation planned for future seasons

About the Organization:

Skimo Northwest is a non-profit organization dedicated to growing the sport of skimo racing. We achieve this through organizing and hosting high-quality skimo races, advocating for uphill access and responsible recreation at local ski resorts, and developing youth programs to introduce the next generation to the sport.

Position Summary:

The Local Race Director is responsible for the planning, execution, and success of a race event in collaboration with the ski resort. This role requires strong organizational, communication, and problem-solving skills, as well as a passion for the sport of skimo racing.

Key Responsibilities:

- **Strategic Planning:**
 - Develop the race course in collaboration with ski resort personnel, ensuring safety and an exciting athlete experience.
 - Coordinate with ski patrol, marketing, and other resort staff on race day logistics.
 - Identify necessary equipment and supplies
- **Race Coordination:**
 - Oversee the coordination and planning of all aspects of the races, including course design, permits, safety protocols, and logistics.
 - Develop and disseminate race information (course maps, schedule).
 - Collaborate with key stakeholders, such as local ski shops, sponsors, vendors, and authorities, to ensure successful race execution.
 - Recruit volunteers for race day operations
- **Race Operations**
 - Lead course marking team to ensure adequate safety for racers, volunteers, and resort public guests.
 - Choreograph all moving parts, staff members, and liaison with ski resort staff.
 - Anticipate and manage unforeseen circumstances and adapt quickly to ensure a smooth execution.
- **Risk Management:**

- Identify and mitigate potential risks associated with the race series, including safety hazards, weather-related issues, and unforeseen circumstances.
- Develop and implement emergency response plans.
- **Post-Race Analysis:**
 - Conduct a thorough evaluation of each race, gathering feedback from participants, volunteers, and stakeholders.
 - Identify areas for improvement and implement necessary changes for future events.

Task Breakdown:

- **Pre-Race Planning**
 - Work with Head RD to set seasonal event calendar and ensure no overlapping events.
 - Take lead on planning communications with ski resort Patrol/Events staff.
 - Design Race Course and map.
 - Supply information for Race Operations Plan.
 - Identify racer categories/awards.
 - Identify Volunteer Needs and send to Head RD.
 - Review race webpage and send any updates to Head RD. Web permissions can be given to Local RD if desired.
 - Submit USA Skimo sanctioning/Cup application if desired.
 - Submit requests for schwag/awards to Head RD.
 - Develop partnerships with local organizations and brands that are in line with overall Skimo Northwest branding and our Partnership Opportunities.
 - Develop intimate race partnership with selected local uphill oriented Ski Shop.
 - Write "Message from the Race Director" piece for newsletter.
 - Help source local volunteers and direct them towards online signup.
 - Write updates to racers, including Racer Pre-Race email the week prior to event.
 - Lead virtual Staff Meeting (if needed).
- **Event Operations**
 - Submit request to Head RD on what race supplies are needed.
 - Lead Course Setup.
 - Run Gatekeeper Meeting and Racer Meeting.
 - Choreograph all event day operations.
 - Ensure all course materials are collected.
- **Post Event Wrapup**
 - Tabulate and send results to USA Skimo (if required)