



## Position Description for Assistant Race Management Director

---

The Assistant Race Management Director is part of a race management team responsible for delivering quality monthly club races and the White Rock n Roll (WRNR) signature race.

### Race Dates

Races are usually on the first Saturday of the month as follows:

- Frigid 5K/10K\*  
Saturday, January 3, 2015, at [Winfrey Point](#)
- Best of Times Age-Handicapped 5 Mile\*  
Saturday, February 7, 2015, at [Winfrey Point](#)
- Trinity River Levee Run  
Saturday, March 7, 2015, at Trammel Crow Park, co-sponsored
- Tal Morrison Classic 15K/5K\*  
Saturday, April 4, 2015, at [Winfrey Point](#)
- White Rock-n-Roll 5 & 10 Mile  
Saturday, May 2, 2015, at [Winfrey Point](#)
- Bloomin' 4 Mile\*  
Saturday, June 6, 2015, at [Winfrey Point](#)
- Independence Cross Country Relay\*  
Saturday, July 4, 2015, at [Norbuck Park](#)
- 5K & 10K Club Race\*  
Saturday, August 1, 2015, at [Winfrey Point](#)
- Breakfast Bash 5 Mile\*  
Saturday, September 5, 2015 at [Winfrey Point](#)
- The Loop 15K/5K\*  
Saturday, October 3, 2015 at [Winfrey Point](#)

\* Club races - Members run free; others pay \$10 each per race.

All of the above race information is subject to change. Check the [Club Races page](#) and our [Event Calendar](#) for details and most current information.

## Position Description for Assistant Race Management Director

### Duties

- Work with the City of Dallas to obtain permits, reserve the race site, secure police and EMS, and post-race paperwork as required by the City
- Work with the timing company to coordinate timing and bib production
- Set up registration pages and work with the Communications Director to promote races and communicate with members
- Coordinate efforts with the Volunteer Director to ensure races are adequately staffed
- Race day tasks including aid planning, loading/unloading supplies, start line setup, water station setup, awards

Physical duties may include:

- Driving a U-Haul
- Loading and unloading race supplies before, during and after the race
- Purchasing and loading food items into personal vehicle for delivery to clubhouse

### Time Commitment

All members of the Race Management Team share race management duties. The Race Management Co-Directors will coordinate duty schedules. However, members of the Race Management Team should plan to be available for race-day eve (Friday at 6 p.m.) truck loading at the DRC Clubhouse ([1130 Beachview Street in Dallas](#)) and on race day (Saturday) from 6:00 a.m. to noon.

The various administrative tasks and preparation tasks typically take a couple of hours per month, most heavily within the week to ten days before each race.

Assistant Race Management Directors are subject to the [DRC Bylaws](#) and must comply with the [Roles and Responsibilities of the Nonprofit Board](#).