



## Coordinator - Volunteer Services

### Organization Overview:

Atlanta Track Club is a member-based nonprofit committed to creating a healthy Atlanta through running and walking. It delivers world-class events, training programs, and community outreach activities to the metropolitan Atlanta area. With more than 30,000 members, Atlanta Track Club is the second largest running organization in the United States. In addition to the Atlanta Journal-Constitution Peachtree Road Race – the largest 10K running event in the world, the Publix Atlanta Marathon and Half Marathon, PNC Atlanta 10 Miler, and Invesco QQQ Thanksgiving Day Half Marathon and 5K, Atlanta Track Club directs more than 30 events per year. Through the support of its members and volunteers, Atlanta Track Club also maintains a number of community initiatives including organizing and promoting the Kilometer Kids youth running program to metro Atlanta youth, and honoring high school cross country and track and field athletes through Atlanta Track Club's Powerade All-Metro Banquets.

### Position Overview:

This full-time position works in the Operations & Administration Department specifically reporting up to the current Manager of Volunteer Services. The individual will be responsible for executing assigned responsibilities for Atlanta Track events. The individual who accepts this role should have experience in group management, volunteerism, and preferably, but not required, the running industry. *Additionally, this individual must be willing to work weekends, evenings and holidays.*

### Responsibilities Include:

- Maintain and update the volunteer database and sign-ups for volunteer roles.
- Organize and distribute event specific information to volunteers, crew chiefs, partners and other constituent groups.
- Draft volunteer emails and templates.
- Create and manipulate excel spreadsheets.
- Prepare and maintain dedicated volunteer areas at events, in-office volunteer opportunities and potentially programs.
- Develop and maintain positive relationships with current and future individuals, organizations, and corporations who volunteer for Atlanta Track Club.
- Recruit volunteers to meet goals for all Atlanta Track Club volunteer opportunities.
- Welcome and engage with volunteers, presenting clear and compelling information on Atlanta Track Clubs mission, programs, and volunteers' contributions to our organization.

### Minimum Job Qualifications:

- Bachelor degree or equivalent of one to two years of experience in a non-profit is required.
- Must be able to understand CRM language and systems.

- Strong written and oral communication.
- Organizational and project management skills.
- Adaptable and able to pivot in tough situations.
- Ability to build and maintain strong, meaningful relationships.

**Physical Requirements:**

- Position requires walking and standing up to 40% of the time.
- Position requires keyboard use and repetitive hand motion.
- Position requires lifting and carrying up to 50 pounds at times.

**Compensation & Benefits:**

- Salary Range: \$45,000-50,000
- Fully funded healthcare
- 401(k) retirement benefits

Interested candidates should email resume and cover letter to [careers@atlantatrackclub.org](mailto:careers@atlantatrackclub.org). No phone calls please.