



AthFest Educates

PO Box 327 - Athens, GA 30603

706-548-1973

www.athfesteducates.org

Job Title: AthHalf Half Marathon and 5K Race Director

Position Summary:

The Race Director is responsible for overseeing all aspects of race planning, organization, and execution. This role requires coordination with various stakeholders, managing logistics, ensuring a safe and enjoyable race experience for participants, and leading a team of volunteers and committee members. The Race Director will also oversee runner registration, marketing, sponsorship, and community engagement efforts.

Key Responsibilities:

Race Planning & Logistics:

- Serve as the lead person for the Race Committee, ensuring effective collaboration and communication.
- Manage all aspects of race course setup and timing.
- Work with UGA Police and ACC Police to ensure race course safety.
- Obtain necessary permissions from UGA Athletic Association (Stadium use), UGA Parking (Tate Center Parking Lot), and UGA Events (West Lawn & setup).

Operations & Volunteer Coordination:

- Hire and manage an intern to support race operations.
- Manage and oversee the registration platform (RunSignup) and coordinate runner communication through the platform.
- Work closely with committee members to ensure smooth execution of key areas:
 - Permit and insurance: Executive Director
 - Medical support: Joe Colasurdo
 - Volunteers: Angela Hurt
 - Sponsorships: Alicia Nickles
 - Bands/entertainment: Troy Aubry
 - Expo organization: Alicia Nickles
 - Hospitality: TBD, Alicia Nickles
 - Water stops: Kim Grizzle
 - 5K coordination: Neal Anthony
 - Community Engagement: Dennis Revel
 - Finish Line: TBD



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Marketing & Community Engagement:

- Coordinate marketing, social media, and website updates with Marketing Agency.
- Represent the race at public events and engage with local media for promotion.
- Ensure consistent and effective communication with runners, sponsors, and volunteers.

Qualifications:

- Previous experience in Athens area race/event management preferred.
- Strong leadership and organizational skills.
- Ability to coordinate with multiple stakeholders and manage logistics.
- Excellent communication and problem-solving skills.
- Experience with race registration platforms (RunSignup experience is a plus).
- Ability to work flexible hours, including race weekend and early mornings.

Work Environment:

This part-time position requires a mix of independent office work and on-site event management with an occasional business day meeting. The Race Director must be comfortable working in a fast-paced, high-energy environment and be prepared to handle various logistical challenges leading up to and on race day. The required work hours will vary each month. Early in the calendar year, approximately 8 hours per month are needed. This gradually increases, reaching around 40 hours per month in August and September. In October, race month, a minimum of 60 to 70 hours is required, while November serves as a wrap-up month with about 16 hours needed.

Application Process:

Interested candidates should submit their resume and cover letter detailing their relevant experience and enthusiasm for race management to race@athfesteducates.org.