



<b>Job Title:</b>	Assistant Timer (AT)	<b>Job Category:</b>	Contract (tax form W9 and 1099 misc)
<b>Department/Group:</b>	Racine MultiSports	<b>Reports to:</b>	Ken Racine and/or Head Timer
<b>Location:</b>	Work in the field on location at races	<b>Travel Required:</b>	Up to 3 hours one way per race (MD, PA, DE, VA, WV)
<b>Level/Salary Range:</b>	\$150 to \$500 per race	<b>Position Type:</b>	part time, per job, weekends
<b>HR Contact:</b>	Ken Racine	<b>Date Posted:</b>	1-24-18
<b>Will Train Applicant(s):</b>	Skills Required- see below	<b>Posting Expires:</b>	No expiration
<b>External Posting URL:</b>	RacineMultiSports.com/Employment		
<b>Internal Posting URL:</b>	RacineMultiSports.com/Employment		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> <a href="mailto:KEN@RACINEMULTISPORTS.COM">KEN@RACINEMULTISPORTS.COM</a> Subject Line: Head Timer Position		<b>MAIL:</b> Ken Racine Racine MultiSports PO Box 255 Williamsport, MD 21795	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The Assistant Timer’s (AT) primary role will be to work with a Head Timer to execute the timing of client races and Racine MultiSports events. Assistant Timers will be able to choose the races they work based on their own availability and the dates and location of the races. The roles and responsibilities will include but not limited to the following tasks.</p> <ul style="list-style-type: none"> <li>• Meeting Head Timer on location at the race site using own transportation (carpooling when possible)</li> <li>• Assist in setting up the equipment needed for a given race. Examples include but not limited to: <ul style="list-style-type: none"> <li>• Timing equipment</li> <li>• Inflatable arches</li> <li>• Canopies</li> <li>• Fencing and barricade</li> <li>• Cones, flags, etc.</li> </ul> </li> <li>• Assisting the head timer to capture times of runners during the event using a variety of timing equipment and techniques</li> <li>• Cleaning up and breaking down equipment following the conclusion of the race.</li> </ul> <p>In addition to the AT pay there will be ways to earn additional income. These are not required and are at the AT’s discretion when work is available. The below tasks will be paid at \$15/hr.</p> <ol style="list-style-type: none"> <li>1. Performing various equipment preparation tasks during the week (assembling bibs, sorting timing tags, etc.).</li> <li>2. Working in the warehouse helping to prep for races. This includes loading and unloading trailers, preparing, storing and cleaning equipment.</li> </ol>			



**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High School Diploma required
- 2 Years College preferred
- 2 Years of Full Time work history
- Reliable transportation
- Must have own cell phone
- Ability to lift up to 50 lbs
- Comfortable performing manual labor
- Comfortable working in all weather conditions
- Comfortable with early morning hours, beginning work as early as 5am
- Ability to work weekends

**PREFERRED SKILLS**

- Able to follow directions
- Able to react quickly to changing and fast pace environments
- Working well with a team
- Able and willing to learn new tasks

**ADDITIONAL NOTES**

- Some jobs will require travel and hotel stay
- All hotel and food costs will be covered by RMS for overnight jobs
- Pay will be in check form paid after each race

Reviewed By:	Laura Oates/Mark Neubauer	1-23-18	1-23-18
Approved By:	Ken Racine	1-24-18	
Last Updated By:	Ken Racine	1-24-18	