



<b>Job Title:</b>	Head Timer (HT)	<b>Job Category:</b>	Contract (tax form W9 and 1099 misc)
<b>Department/Group:</b>	Racine MultiSports	<b>Reports to:</b>	Ken Racine
<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>	\$400 to \$1,000 per race	<b>Position Type:</b>	part time, per job, weekends
<b>HR Contact:</b>	Ken Racine	<b>Date Posted:</b>	9-27-18
<b>Will Train Applicant(s):</b>	Skills Required- see below	<b>Posting Expires:</b>	10-15-18
<b>External Posting URL:</b>	RacineMultiSports.com/Employment		
<b>Internal Posting URL:</b>	RacineMultiSports.com/Employment		

**Applications Accepted By:**

**EMAIL:**

[KEN@RACINEMULTISPORTS.COM](mailto:KEN@RACINEMULTISPORTS.COM)

Subject Line: Head Timer Position

**MAIL:**

Ken Racine  
Racine MultiSports  
PO Box 255  
Williamsport, MD 21795

**Job Description**

**ROLE AND RESPONSIBILITIES**

The Head Timer's (HT) primary role will be to lead a small team to execute the timing of client races and Racine MultiSports events. Head 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.

- Pre-stage equipment for each race at the RMS warehouse prior to race day
- Picking up and taking all equipment to the race site
- Meeting team on location at the race site using own transportation (carpooling when possible)
- Interfacing with the client to ensure the contracted services are executed to the clients needs
- Lead the setting up of the equipment needed for a given race. Examples include but not limited to:
  - Timing equipment
  - Inflatable arches
  - Canopies
  - Fencing and barricade
  - Cones, flags, etc.
- Leading the effort to time and produce results for the client using a variety of timing equipment and techniques
- Leading the cleanup and breaking down efforts of the equipment following the conclusion of the race
- Returning the equipment to the warehouse post race

In addition to the HT pay there will be ways to earn additional income. These are not required and are at the HT's discretion when work is available.

1. Assume the Assistant Timer role at races you are not the head timer. This pays from \$150 to \$500 per race.



- 2. Performing various equipment preparation tasks during the week (assembling bibs, sorting timing tags, etc.). Pays \$15/hr.
- 3. Working in the warehouse helping to prep for races. This includes loading and unloading trailers, preparing, storing and cleaning equipment. Pays \$15/hr

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

High School Diploma required  
 2 Years College preferred  
 4 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  
 Good leadership skills  
 Prior experience of working races and being a timing assistant

**PREFERRED SKILLS**

Strong computer skills (PC)  
 Proficient use of Excel  
 Good communication skills  
 Able to react quickly to changing and fast pace environments  
 Working well with a team  
 Able and willing to learn new tasks  
 Experience with timing equipment (setting up readers, capturing times and producing results)

**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  
 You will be trained on IPICO timing equipment and using Run Score timing software as well as Active Timing software.

Reviewed By:	Laura Oates/Mark Neubauer	1-23-18	1-23-18
Approved By:	Ken Racine	1-24-18	
Last Updated By:	Laura Oates	9-27-18	