



RACE MANAGEMENT SPECIALISTS

www.trxctiming.com

Job Title: Part-Time Lead Event Timer
Job Category: Entry Level
Reports to: Member (s)
Status: Seasonal
Level/Salary Range: Hourly Rate

ABOUT TRXC TIMING

It is the function of TRXC to provide the highest quality of race management services available. We pride ourselves on customer satisfaction. All this will be accomplished through the following priorities: dedication, teamwork, commitment, understanding, patience, and communication.

PURPOSE OF THE POSITION

Responsible for managing and organizing the technical aspects of all **TRXC Timing** Events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Set up and tear down all equipment
- Operate equipment and software
- Record/post results and update website
- Troubleshooting

MINIMUM POSITION REQUIREMENTS

- Available evenings and weekends
- High School Diploma
- Preferred experience in track and field
- Must have basic knowledge of computers and computer language
- Knowledge of track & field rules and regulations (not necessary but preferred)
- Ability to focus for extended periods of time and as well as multitask
- Highly organized with strong attention to detail
- Work well under pressure
- Preferred 2-3 years of experience in customer service

PHYSICAL AND MENTAL DEMANDS

- Able to safely lift heavy equipment to transport and assemble cameras and computers
- Able to work outdoors for multiple hours in all weather conditions
- Able to deal with a wide variety of people on various issues

DISCLAIMER

This is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined and other duties, as assigned, might be part of the job.

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