

Course and Transition Coordinators | Northern Ohio

Multiple Positions - Swim, Bike, Run, Transition

HFP Racing | Columbus, Ohio | November 16, 2021

About HFP Racing

Founded in 1988, HFP Racing has been serving the multisport community for over 30 years. Over the last 3 decades, HFP Racing has been blessed to have played a significant role in the building of multisport within the Midwest region. HFP Racing is committed to producing events that support our core values and mission statement:

"To provide a world-class race experience with a family-friendly feel for the benefit of our valued customers."

Position Overview

Course and Transition Coordinators are responsible for all pre, race day, and post-race coordination and implementation of the swim, bike, run course, and the athlete transition area. The coordinators will reinforce our high-performance culture which promotes team cohesiveness and enables HFP Racing and Greenswell Events to deliver sustained success. The individuals that serve as coordinators must have a strong work ethic, be industrious, able to work independently but also collaborate and coordinate team members and volunteers, be quick-thinking problem solvers, and ability to innovate and bring fresh ideas to increase the event experience.

Coordinators will execute operations schedules pertaining to all aspects of the event plan execution including but not limited to pre-event, during, and post-event. This role will also support other areas as needed.

The coordinator (Northern Ohio) would be responsible and be available to work the following events:

- American Triple T (May – Cambridge)**
- Maumee Bay (June – Toledo)
- TriFit Challenge (July – Columbus)
- TriCLE (August – Cleveland)
- Portage Lakes (September – Akron)

***Optional event; Eastern Ohio Festival (May 20 - 22, 2022)*

Pre-Event Responsibilities

- Work closely with the Event Coordinator and the Event Director
- Work closely with other (swim, bike, run, transition) coordinators
- Review all event plans, operation manual, event details prior to event weekend set-up



- Collaborate with Event Coordinator and Event Director on all course requirements for event execution – signage, special equipment, suggested volunteers
- Oversee course distance mark-off and measurement, course design, and plan
- Review equipment working conditions, signage, and other event collateral, communicate to and with the Event Coordinator on maintenance and repair. Ensure equipment is in working condition prior to event day.
- Review and understand event EAP and safety plan
- Support event load and set-up, as requested
- Other duties, as requested

Event Day Responsibilities

- Set up all course requirements on event day
- Provide training and manage all staff and volunteers in your area
- Manage area or course, including athlete progression, trouble spots, and water/aid stations
- Execute tear-down and cleanup plan
- Other duties, as requested

Post-Event Responsibilities

- Tidy equipment ready for next event, complete checklists, report damages to Event Director
- Perform all other duties as required
- Provide event feedback report to Event Coordinator

Other Details

- Part-time position, average 40-60 per month, excluding event weekend
- Compensation: Negotiable
- Compensation Type:
 - Pre-Event: Paid Hourly
 - Event Day(s): Daily Flat Rate

