



Position Description

Corporate Entity:	Visit Mankato, LLC (Affiliate of Greater Mankato Growth, Inc.)
Job Title:	Event and Volunteer Coordinator

Position Type:	<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern
	<input type="checkbox"/> Exempt (salaried)	<input checked="" type="checkbox"/> Nonexempt	(Hours <u>25-30</u> / week)	

POSITION SUMMARY

The Event and Volunteer Coordinator is responsible for providing logistical support to Visit Mankato events, primarily the Mankato Marathon, by coordinating different aspects of the event and assisting the Sport and Special Event Director as needed in order to make the event successful. This position will be responsible for the recruitment and management of around 500 volunteers for the Mankato Marathon, October 18-19, 2024, plus recruitment for Senior Games, which return to Mankato in 2025.

This is a part time temporary position from April 1- November 1, with the possibility of becoming a permanent full-time position. Hours will average around 25-30 hours/week. Must be able to work 8-12 hour days over marathon weekend. Compensation between \$19-23 per hour, depending on experience and qualifications.

MAJOR RESPONSIBILITIES & TASKS

- 1) Support the development, and delivery of logistical details of events of which Visit Mankato is a partner with.
 - Mankato Marathon
 - Senior Games
 - and other events as needed or developed.

- 2) Responsible for the recruitment and management of volunteers for major Visit Mankato events, primarily the Mankato Marathon, which requires around 500 volunteers.
 - Manage the online volunteer registration program.
 - Maintain complete and current database of volunteer contacts.
 - Be familiar with all volunteer locations and positions.
 - Update volunteer location maps and position description handouts.
 - Recruit volunteers by working with community organizations.
 - Manage the nonprofit volunteer incentive program.
 - Finalize cheer team placements and communicate with groups.
 - Manage volunteer check-in and any volunteer related activities at the Mankato Marathon, Mankato Marathon October 18-19, 2024.

- 2) Coordinate and provide logistical support to events of which Visit Mankato is providing assistance. This may include, but is not limited to visitor table management, welcome enews letters, welcome bags and equipment usage.
 - Sporting Events
 - Conventions

– Leisure Events

The essential functions of the position identified above are directly related to marketing and communications and require the employee to exercise discretion and utilize his/her independent judgment with respect to day to day activities and fulfillment of the essential functions.

COMPETENCIES (EDUCATION & TALENT)

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • near completion (within 2024 calendar year) or completion of a 4-year post-secondary degree in events management, sports management, parks and recreation, tourism, business, or related field • professional presence • strong interpersonal skills • good habits in attendance and punctuality 	<ul style="list-style-type: none"> • 4-year post-secondary degree in events management, sports management, parks and recreation, tourism, business, or related field
Experience	<ul style="list-style-type: none"> • proven experience in event and project management • proven experience in customer services • volunteer management • demonstrated ability in relationship development and management • product/ and/or event sales experience • program and event planning and management experience • volunteer management experience • understanding of business community and demonstrated community connections 	<ul style="list-style-type: none"> • 1-3 years of applicable work
Knowledge	<ul style="list-style-type: none"> • knowledge of the Greater Mankato region and its attributes • knowledge of the Greater Mankato business community • proficiency with office technology and software applications 	<ul style="list-style-type: none"> • knowledge of the travel and tourism industry • awareness of key Greater Mankato stakeholders
Skills & Ability	<ul style="list-style-type: none"> • availability on evenings and weekends as necessary • strong interpersonal skills • professional communication skills, written and verbal • able to handle multiple tasks and priorities simultaneously • strong organizational and time management skills • ability to exercise independent judgment and take initiative • strong attention to accuracy and detail • flexibility and adaptability to changing work, program and service environment. • ability to represent the organization and deal effectively with members, elected officials, civic bodies, business and industry leaders and the public 	<ul style="list-style-type: none"> • proficiency with office technology and software applications, including working familiarity with database/CRM software

JOB CONTEXT

Reports To: Sports and Special Events Director

Supervises:

Internal Team: All internal staff

Established Volunteer Groups:

Interaction: Greater Mankato Growth, Inc. Staff and Volunteers
Business leaders and representatives, community leaders and volunteers
Event hosts (i.e. event organizers, hoteliers, venue operators, etc.)
Other affiliate organizations

Financial Responsibilities:

Conditions of Service: Employment eligibility in compliance with U.S. Immigration Reform and Control Act.
Travel outside of the office.
Work may require attention/attendance outside of regular office hours.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the person responsible for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.