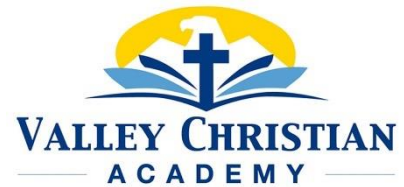


Job Description for the position of **Run Like It's Recess Project Manager**



Reports to: Administrator

Supervises: None; works with Development Coordinator as a resource

Position Overview: The Run Like It's Recess Project Manager is a new position. This manager is responsible for accomplishing the Spring RLIR 5K run and the associated Auction in order to promote VCA in our local community and raise funds for the school.

Position Description: This is a part-time contractor's position that will be paid over the term of the project. No benefits are offered with this position. The timeline for this position corresponds with the tasks to be accomplished, ranging from some preliminary work done in November and December, with most of the rest being done from January through the middle of May. Work can be done both on and off campus, with on-campus time to be mutually agreed upon. The RLIR Manager will work closely with the Administrator, Marketing Director, and the Development Coordinator as a resource.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Savior and Lord
- Seeks to live a life as His disciple, displaying Christian maturity
- Stands as a positive Christian role model for students, parents, employees and our larger community
- Agrees with Valley Christian Academy's Statement of Faith
- Is active in a Bible-believing church whose Statement of Faith is consistent with VCA's

Required Professional Qualities

- Experience with 5K races is preferred
- Is highly motivated and capable of working independently in a flexible environment
- Demonstrates strong organization, accountability (through status reports, planning documents, etc.), cooperation, integrity and confidentiality
- Promotes a positive attitude about VCA and its employees and students.

Essential Skills

- Able to assemble, lead, and mobilize teams of people to accomplish various aspects of the event (auction item procurement, organization, communication, race prep, etc.)
- Strong skills in using, Word, Excel, the Internet, social media, and other software to help promote the event
- Be able to manage special events, from planning, advertising, and preparing, to follow-through and follow-up
- Demonstrate ability to establish positive relationships with existing and potential sponsors for the event

Responsibilities

The tasks and responsibilities of this position include, but not be limited to, the following:

- Organize the RLIR 5K race
 - Securing a race coordination company for race day details, timing, etc.
 - Creating a committee/team to help accomplish tasks for a successful event
 - Working with the Marketing Director to
 - promote the event both internally and externally
 - design RLIR shirts
 - Secure race sponsors at various financial levels
 - Be the “Race Coordinator” the day of the event
 - Work with local police in setting up the race course
- Organize the supporting Auction
 - Creating a committee/team to help accomplish tasks for a successful event
 - Secure auction items
 - Determine the best ways to accomplish the auction (online, live, tables at school events)
 - Have organized ways to track and communicate with auction donors
- Other
 - Meet with the Administrator as determined for advice and update reports
 - Additional duties as assigned by the Administrator

Hired by the School Administrator, this is a position subject to this Job Description, VCA Procedures, the VCA Policy Manual, and the Terms of Employment.

Evaluation:

Job performance will be evaluated annually by the Administrator in accordance with the Board's policy, established evaluation forms, procedures, and this job description.