

## **Assistant timer**

### **Job description:**

A assistant timer is responsible for assisting the lead timer in the setup and tear down of the start/finish line, posting of results, and operation of the timing equipment. An assistant timer supports the lead timer and works with the race director to assure a smooth race day.

An assistant timer works well under pressure, is a quick learner, can multitask and problem solve, and works well on a team. Flexibility and reliability are extremely important. An assistant timer must have weekend availability, be comfortable working outside in all weather environments, and have reliable transportation to and from race sites.

### **Responsibilities:**

- Support the lead timer in the set up and tear down timing equipment
- Assist the lead timer in monitoring the timing software to insure it's running as expected
- Troubleshoot issues with connectivity, database, and equipment
- Coordinate needs with the race director(s)
- Assist in training new team members
- Other duties as required

### **Education and Experience:**

- College education in engineering, event management, sports administration, or related field, or an equivalent combination of education, training, and expertise.
- Knowledge and experience with computer programs and networking
- Participation in timed athletic events
- Excellent oral and written communication skills
- Experience working in fast paced environments.
- Proven experience with event coordination is a plus
- Demonstrated commitment to an overall healthy lifestyle

**Job Type:** part time

**Compensation:** Commensurate with education and experience

**Job location:** Primarily in the Dayton area, though travel outside of this area may be requested.

We have an open application process and welcome inquiries for qualified candidates. If you are interested in joining our team, please send an email to [aneesa@keysports.net](mailto:aneesa@keysports.net) and [anthony@keysports.net](mailto:anthony@keysports.net) with your resume and a cover letter that highlights your experience and interest. When we've received your email, we will reply with a confirmation of receipt.