



RACE MANAGEMENT SPECIALISTS

[www.TRXCTIMING.COM](http://www.TRXCTIMING.COM)

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

### **ABOUT TRXC TIMING**

It is the function of TRXC to provide the highest quality of race management/online registration 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 assisting lead timer in timing track & field meets.

### **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
- 2-3 years experience in track and field
- Must have basic knowledge of computers and computer language
- Knowledge of track & field rules and regulations
- 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 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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