



## **VOLUNTEER MANAGEMENT EXECUTIVE**

MetaSport is a leading sport management company in Asia staging some of the most prestigious endurance events.

Our mission is to create an experience that has a positive impact on others. We believe in sport as a vehicle to empower people and improve lives.

We have an exciting calendar of local and international events in Q1 and Q2, 2025 and are looking for a passionate, experienced and compassionate individual to join our team.

### **Roles and responsibilities:**

This key role takes ownership of our workforce including volunteers and team leaders. The Volunteer Management Executive is an integral part of our events team, with a focus on building a community, celebrating teamwork and striving towards the shared goal of delivering a successful event.

### **Key success outcomes:**

- Consolidating the volunteer requirements from the various departments
- Liaising with third party volunteer groups (polytechnics, Team Nila, schools)
- Managing the volunteer CRM software system to create volunteer opportunities, publicise volunteer opportunities and communicate with volunteers
- Meal arrangements for the workforce, consolidating orders and liaising with the caterer
- Travel arrangements for volunteers
- Allocation of roles pre-event
- Hosting pre-event briefings and preparation of Volunteer guides
- Management of a small team on race days
- Preparation of process and flows for volunteer arrival and dispatch on race days

### **Key skills:**

- Reliable, responsible, and able to perform under pressure
- Process-orientated
- People focused
- Good time management skills
- Resourceful, meticulous and thorough

- Self-motivated, independent
- Good written and spoken English
- Interest in sports a plus
- Willing to work on selected weekends

Work arrangements:

- Work From Home
- Duration: January - April 2025
- Reporting to: Managing Director
- Salary: \$3,500-\$4,000/month depending on experience