

**Schedule I  
Scope of Services**

<b>OPPORTUNITY:</b>	<b>VOLUNTEER MANAGER</b>
<b>RFP NUMBER</b>	<b>PM2019-005</b>

***The Philadelphia Marathon is requesting proposals from qualified persons or entities experienced in recruiting and managing volunteers to support pre-race, race day and course activities of the 2019 Philadelphia Marathon Weekend.***

Duties:

1. Reports to the Executive Race Director.
2. Recruit or otherwise manage the recruitment of 2,500 - 3,000 volunteers for the 2019 Philadelphia Marathon Weekend.
3. Create, maintain and update a volunteer database for all of the volunteers of the Philadelphia Marathon Weekend.
4. Create, maintain and update volunteer job descriptions to support the changing needs of the Philadelphia Marathon Weekend.
5. Manage all of the volunteers for the Philadelphia Marathon Weekend on a race-wide basis, assigning volunteers to the various operating components of the Philadelphia Marathon in need of volunteers.
6. Create and maintain partnerships with organizations that provide and may provide volunteers for the Philadelphia Marathon Weekend.
7. Attend or otherwise participate in conferences and/or teleconferences necessary, as may be required by the Executive Race Director, occurring prior to the Philadelphia Marathon Weekend.
8. Attend and facilitate the Philadelphia Marathon Weekend, and process, dispatch and manage volunteers on-site during the Philadelphia Marathon Weekend.
9. Attend or otherwise participate in conferences and/or teleconferences necessary, as may be required by the Executive Race Director, occurring after the conclusion of the Philadelphia Marathon Weekend.
10. Submit a detailed post-event report, including but not limited to, key observations and all relevant supporting documentation created or otherwise obtained in the course of performing of this Scope of Work.
11. Coordinate volunteer post-event appreciation efforts such as thank-you letters, special offers and activities.

Qualifications:

1. Demonstrated experience in recruiting and managing volunteers on a large-scale basis.
2. Strong written, communication and excellent interpersonal skills.
3. Strong working knowledge of Microsoft Office.
4. Ability to work successfully under pressure and produce quality work in a timely manner.