

Move United Logistics Lead – The Hartford Nationals

About Move United

Move United uses the power of sport to push what's possible for people with disabilities, confronting ignorance, fueling conversation, and inciting action that leads us to a world where everyone's included. Sports make us more – more determined, more powerful, and more ourselves. Sports have the power to change the world, pushing people further and bringing people closer.

To this end, Move United's vision is that every person, regardless of ability, has an equal opportunity to participate in sports and recreation in their community. Move United's mission is to provide national leadership and opportunities for individuals with disabilities to develop independence, confidence, and fitness through participation in community sports, including competition, recreation, and educational programs.

Next Generation Mentorship Program Overview

The Move United Next Generation Mentorship Program is designed to develop the next generation of leaders in the adaptive sports community. This program will pair individuals interested in adaptive sport with volunteers and leaders with decades of experience in their respective areas. The Next Generation Mentorship Program is specific to Move United Sanctioned Competitions and aims to develop leaders in the positions of Sport, Event Director, Logistics, and more. The Next Generation Mentorship Program allows mentors to provide in person shadowing opportunities to help mentees develop the skills they need to succeed within the selected role.

Job Summary

Serves as Move United national lead for Logistics at The Hartford Nationals conducted by Move United working alongside a national and local team of assistants. The lead for this assignment will oversee and assist in planning, developing, supervising, supporting, and implementing the logistics plan at The Hartford Nationals. This position works with the Move United staff and the Local Organizing Committee (LOC) to provide a professional atmosphere and event for all participants.

Responsibilities

- Lead the planning and facilitation of the logistics specific aspects at The Hartford Nationals in cooperation with Move United Competition Team
- Serve as Move United lead in lead up to the event and day(s) of competition
- Work with Move United Competition Team to review and finalize the logistics plan at The Hartford Nationals
 - Create logistics plan outline to be populated by various Move United groups (e.g. Marketing, Operations, Logistics)
 - Schedule venue layout set up (archery, track and field)
 - Manage multiple venues across multiple sites
 - Schedule venue set-up and strike
- Attend logistics and sport subcommittee meetings in lead up to Nationals
- Serve as liaison between Move United and local team on all logistics related topics

Move United Logistics Lead – The Hartford Nationals

- Work with LOC counterpart on venue access, layouts, and plans
- Advise LOC on local management plan for water/electrolytes and ice, trash and recycling and equipment storage
- Coordinate with the local venue manager(s) to ensure set-up and tear down are completed efficiently and in compliance with venue requirements
- Supervise a team of national and local volunteers assisting with logistics tasks
 - Review volunteer needs for The Hartford Nationals specific to logistics
 - Train daily volunteers on various roles
 - Assign team responsibilities for specific sport(s) and/or venue(s)
- Support Sport Leads
 - Develop and maintain list of sport specific required equipment (e.g. stop watches, clip boards, etc.)
 - Develop and maintain a list of event required equipment per sport/venue alongside the LOC (e.g. coolers, tents, tables, etc.)
- Oversee the Move United equipment trailer
 - Maintain and update trailer inventory pre- and post-event
 - Receive and track additions to inventory
 - Manage requests for loan of trailer inventory outside of The Hartford Nationals
 - Arrange for transport of trailer to and from The Hartford Nationals
 - Arrange and manage storage of trailer
- Supervise layout of venues
 - Create venue layout maps and sport specific plans (i.e.: field sector painting plan)
 - Finalize placement of tents, port-o-potties, tables, chairs, event fencing, storage pods, trash and recycle receptacles, ramps, gators, coolers, and other event items while considering brand placement, traffic control, accessibility, and sponsor/vendor access
- Communicate updates or changes in real time to Move United staff as well as lead official, facility management, athletes, coaches, and spectators

Skills and Education Required

- Experience with event production
- Adaptive sports experience as an athlete, a coach, or a program administrator recommended but not required
- Experience with adaptive sport competition recommended but not required
- Geometry/math skills recommended but not required
- Ability to manage and motivate a Team onsite during long hours to include manual labor, often in the heat.
- Proficient in Word and Excel
- Alert, attentive, focused, calm, professional, and approachable
- Flexible and resourceful character
- SafeSport certified and passed a background check

Move United Logistics Lead – The Hartford Nationals

Location, Time Commitment and Compensation

- Remote work for lead up to competition. In person attendance at competition.
- Minimum of two shadow opportunities in 2024
 - Available to attend at least one Move United Sanctioned Competition between April and July 2024
 - Available to attend The Hartford Nationals in Hoover, AL between July 9 and 19, 2024
- Travel expenses to include airfare/mileage and lodging as well as \$50 per diem to be paid for by Move United for all shadow opportunities