

ATLAS EVENTS PTY LTD

JOB ADVERTISEMENT



Position Title

Volunteer Coordinator & Event Support (Marathon Events)

Join the team behind some of Australia's most loved running events!

Atlas Events is seeking an organised, energetic, and people-focused part time Volunteer Coordinator to support the planning and delivery of our marathon festivals across Australia. This role is central to creating welcoming, safe, and memorable experience for thousands of runners, spectators, and community groups.

As a Volunteer Coordinator, you'll help recruit, roster, brief and support volunteers across key event areas. You'll work closely with our operations and athlete services teams to ensure every volunteer feels prepared and valued.

What You'll be Doing

- Recruiting and communicating with volunteers and community groups
- Preparing rosters, briefing notes, and event-day check-in systems
- Managing volunteers in designated zones (course, aid stations, registration, village, or finish line)
- Supporting event set up and logistics
- Providing on-the-ground supervision and troubleshooting during event weekends
- Helping ensure volunteers feel acknowledged and appreciated after the event

About You

- Strong organisational and time-management skills
- Confident communicating with a wide range of people
- Able to lead groups, give clear instructions, and stay calm under pressure
- Comfortable working early mornings and weekends during event periods
- Positive, community-minded, and enjoys fast-paced environments

Qualifications and Experience

Essential:

- Experience in events, customer service, community engagement, or volunteer coordination
- Excellent written and verbal communication skills
- Ability to manage multiple priorities
- Competency with Microsoft Office, particularly Microsoft excel, word and outlook and volunteer management platforms
- Current driver's licence

Desirable:

- Experience in mass-participation events (running, triathlon, sport)
- First aid certification
- Experience working with schools, clubs, and charity groups
- Knowledge of WHS or risk management

Why Join Us?

- Be part of delivering iconic running events across Australia
- Work with an enthusiastic and supportive team
- Make a meaningful impact on communities and participant experiences
- Fast-paced, rewarding environment where no two days are the same

If you're passionate about people, community, and events, we'd love to hear from you.

Casual position located at Sunshine Coast office, approx. 15 hours per week plus event weekends. To apply send resume to volunteers@myatlasevents.com.au