

# Programs Assistant



## **Summary**

Road America is seeking an individual with experience and a passion for motorsports to fill the part time seasonal position of programs assistant. This individual shall be responsible for all aspects of event delivery which will include, planning, set up, facilitation, and tear down of our many diverse group adventure programs. Events vary in size and type, from club sanctioned race events, to custom adventures like go karting, geocaching and other exciting group adventure programs. Basic mechanical skills are a must and a strong passion for customer service is a plus. Candidate should have a positive friendly attitude capable of face to face customer interaction.

**Key Responsibilities:** Duties may include but are not limited to: supervision and direction of corporate adventure programs, developing working relationships with existing team members and assisting as necessary. Candidate will be responsible for basic maintenance duties on various vehicles like go karts, motorcycles, utility vehicles, etc. Duties will also include working outside in all types of conditions and could often include strenuous activities like bending and lifting.

**Qualifications:** Candidate must be at least 18 years of age and have a valid driver's license. This individual shall have good communication, organizational and multi-tasking skills. They must be resourceful and troubleshoot problems as they arise. Ideally, the candidate has experience in event coordination, has an enthusiasm for sports and entertainment, is a fast learner and strong communicator, able to work alone and with others, has a desire to learn about the company and its history, and has the ability to develop strong relationships with clients, vendors, fans, sponsors and staff.

**Applying:** Interested candidates may mail or e-mail their cover letter and resume to:

Mike Kertscher  
Director of Business Services  
Elkhart Lake's Road America  
PO Box 338, Elkhart Lake WI 53020  
Email [Mike@roadamerica.com](mailto:Mike@roadamerica.com)

**Compensation:** Hourly rate based on experience. Hours can be long and vary by week and event type. The candidate must be willing to work days, nights and weekends on occasion to support events.