



Chicago Area Runners Association
1540 S. Ashland Ave. Ste 201
Chicago, IL 60608
312.666.9836

Role: Program Associate

The Chicago Area Runners Association, CARA, is a 501(c)(3) not-for-profit organization committed to serving and advocating for the local running community. We are Chicagoland's running club, providing accessible opportunities for all runners to train, race, learn, be social and volunteer.

With a growing membership exceeding 10,000, CARA is the nation's third-largest running club. CARA offers a wide range of programming and events, totaling over 1,300 dates per year.

Job Description:

CARA is seeking multiple "Program Associates" to operate hydration stations on Saturday and Sunday mornings, now until early October during its training programs along the Chicago Lakefront Trail. Locations along the trail include Montrose Beach, Waveland, Belmont Harbor, Diversey Harbor, North Ave. Beach, Ohio Street Beach, Monroe Harbor, Waldron Drive, Oakwood Beach, and Promontory Point.

Program Associates will oversee hydration stations that provide self-serve hydration options to all trail users. Program Associates must arrive at their assigned location along the Lakefront Trail at their shift start time (generally, between 5:00 a.m. to 7:00 a.m.). A delivery van will arrive with equipment and supplies to be set-up. During shift, the Program Associate will oversee their assigned station, keep it secure and clean, and welcome all trail users to make use of free hydration. At the shift close time (generally, between 9:00 a.m. and 12:00 p.m.), the delivery van will return and collect supplies and equipment before dismissing to end the shift.

CARA seeks candidates who fit these characteristics:

- Are reliable and punctual, and are committed to working outdoors through all safe conditions, including heat, cold, rain or shine
- Have a passion and commitment to serving others
- Are friendly, positive, and have the ability to remain calm under pressure and stress
- Are able to support set-up and tear-down process, including lifting water coolers weighing up to 50 pounds
- Have access to reliable transportation

General:

This role reports to the Manager for Operations and Logistics. Applicants must be at least 18 years old. The position is part-time with an hourly wage of \$15 per hour. Bonus wages are available when accepting and completing at least one shift on four consecutive weeks.

Shift assignments will be made available approximately 14 days prior to assignments. Program Associates should be prepared to accept at least two shifts per month if offered.

To apply, email with subject line "Program Associate". Please express interest in the role by providing full name, phone and email information, general availability on Saturdays and Sundays until October 7, 2024, and the mode of personal transportation available.

Send application to info@cararuns.org. No phone calls or in-person delivery of applications please.