

MSP Karting Coordinator



INCUMBENT: Vacant
REPORTS TO: MSP General Manager, Track Ops.
LOCATION: Bowling Green, KY
STATUS: Full-Time, Hourly
DATE: Open Until Filled

DESCRIPTION

The Karting Coordinator is responsible for supervising the staff and day to day operations of the MSP Kart Operation. This position is responsible for ensuring a safe and joyous environment and experience for all participants and staff, and for ensuring the kart facilities are clean, safe, and ready for operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform supervisory duties for MSP Kartplex associates including scheduling, performance feedback, and day to day oversight.
- Ensure daily checklists are completed and well organized.
- Ensure all MSP Kartplex associates are properly trained and maintain a working knowledge of rules, safety procedures, participant waivers, and SOPs regarding the Kart Plex.
- Participate in the day-to-day duties alongside Kartplex associates, prioritizing duties and ensuring associates stay focused and on task.
- Monitor all Kartplex activities to ensure adherence to rules and safety procedures and arrange for the removal of any unruly participants.
- Ensure karting facility is clean and well maintained.
- Responsible for staffing, appearance as well the teams maintaining of an engaging, positive, and attentive atmosphere for the guest.
- Responsible for documenting and resolving incidents at the Kartplex.
- Ensure training on and maintenance of POS and timing system and equipment as needed.
- Develop and operate kart racing leagues, kid kart programs, and corporate karting programs.
- Coordinate with the vehicle maintenance technician to keep the karts well maintained, and to ensure up-time metrics are met.
- Maintain knowledge of the overall Motorsports Park calendar of events and portfolio of offerings with the ability to describe available attractions and entice customers to participate in other entertainment.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Prior work experience as an event/experience operator preferred.

QUALIFICATIONS

- Be a well-organized and self-directed individual who is a team player.
- Possess effective written and oral communication skills.
- Have demonstrated technical and professional skills in a job-related area.
- Strong attention to detail to ensure safety and security procedures and measures are followed.
- Openness to continuous learning and upgrading of skills.
- Possess an understanding of the operations of the NCM Motorsports Park.
- Ability to multi-task and function in a team environment.
- Valid state driver's license required.
- Possess strong interpersonal and communication skills to effectively communicate with individuals from diverse backgrounds.
- Ability to complete assigned tasks in a timely and effective manner.
- Availability to work weekends and holidays.
- Be an energetic and positive individual who is motivated to provide an excellent experience.

ESSENTIAL PHYSICAL REQUIREMENTS

- Must be able to work in differing weather conditions.
- Ability to lift and carry up to 25 lbs.
- Must be able to operate go karts.
- Ability to stand, bend, kneel and/or squat for extended periods of time.
- Must have sufficient mobility to move around the Motorsports Park.