

## Coordinator for the Racing Officials Accreditation Program (ROAP)



### The Position

The person in this position provides administrative support for the ROAP. They also interact with racing officials, stewards and judges, racing commissions, boards and authorities, ROAP board members, industry representatives, race tracks, accrediting universities and other business contacts on an ongoing basis. Location: Lexington, KY

The essential duties and responsibilities include the following.

- Oversee day-to-day operations of ROAP.
- Manage and maintain ROAP website, Facebook page, PayPal account and database.
- Assist in development and implementation of annual operating budget.
- Establish and implement short- and long-term goals, objectives and policies in concert with the ROAP board.
- Implement and coordinate ROAP fundraising strategy.
- Host, coordinate and/or recruit participants to ROAP events including accreditation schools, certificate courses and continuing education seminars
- Maintain educational materials and implementation of policies for accreditation schools, certificate course and continuing education seminars.
- Coordinate accumulation, cataloguing and editing of race videos for Races for Review library
- Coordinate ROAP Apprenticeship Program
- Coordinate the development of curriculum and educational materials for accreditation schools and continuing education seminars.
- Promote public awareness of ROAP through press releases, editorials, speaking at racing industry meetings and sales of logo merchandise.
- Coordinate and administrate board and committee meetings (schedule, agenda, minutes) including follow up with board and committee members.
- Coordinate, or participate in, efforts to promote adoption of model rules of racing of interest to racing officials and regulation.
- Other duties and responsibilities may be assigned from time to time by the ROAP chairman, officers and board of directors.

## **Qualifications**

To perform this job, an individual must be able to perform each essential duty listed above satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and experience

Experience in horse racing industry is required.  
College degree preferred or equivalent experience.

### Knowledge and technical skills

Proficiency in Microsoft office products.  
Journalism skills.  
Video editing skills preferred.  
Adobe editing skills preferred.

### Other

Travel occasionally – potential to increase to 25%  
Good communication and interpersonal skills.  
Ability to prioritize multiple work assignments and follow through in an efficient and effective manner.

Please submit cover letter and resume via email to [wdavis@horseracingofficials.com](mailto:wdavis@horseracingofficials.com)

*Applications close June 13, 2021. Suitable candidates may be contacted prior to this closing date.*