

HYROX

Junior Staffing & Accommodations Manager (m/f/d) | North America

HYROX - The World Series of Fitness Racing is a global sports event series, which was founded in Germany in 2017. In our past 24/25 season we have grown into a global movement spanning 5 continents.

DESCRIPTION

To support our growing Operations team, we are looking for a committed **full-time Junior Staffing & Accommodations Manager (m/f/d)** to join our HYROX North America team in **Chicago**.

This role is key in the successful delivery of HYROX Events in North America. Your role will be central to ensuring our events are executed with precision, enhancing the HYROX brand and delivering exceptional experiences for our participants and spectators. The role requires being available to work onsite for all of our North American events. The role requires being available to work onsite for all of our North American events, which will be approximately 14 events per season.

KEY DUTIES & RESPONSIBILITIES

- Manage the recruitment process for volunteers and contract staff, and create/maintain a comprehensive database including profiles, availability, and skills.
- Develop and monitor staffing schedules, ensuring clear communication of schedules and instructions to selected teams.
- Supervise on-site staff briefings, explain event operations, and handle last-minute issues like no-shows or delays.
- Collaborate with marketing for recruitment channels, implement and track performance indicators, and oversee administrative closure of assignments.
- Participate in post-mortem meetings to analyze staffing effectiveness and propose improvements.
- Manage travel and accommodations for all event staff, including flights, hotels, and ground transportation.
- Lead the development of standard operating procedures (SOP) for travel and accommodations, and monitor the budget for each department and event.
- Develop and implement a HYROX athlete accommodations program in collaboration with internal and external entities.

HYROX

SKILLS & EXPERIENCE

- 1-3 years of professional experience in personnel management for (mass-participation) sporting or cultural events.
- Proven skills in planning and coordinating diverse teams (volunteers, contractors, temp workers; approx. 50 to 1,000 people per event).
- Experience in hospitality or tourism is a plus.
- Excellent organizational skills, attention to detail, and ability to anticipate needs.
- Strong interpersonal skills and service- oriented mindset - ease of contact, diplomacy, and ability to motivate diverse teams
- Experience with scheduling and booking tools (advanced Excel, Google Sheets) and good knowledge of Recruitment processes.
- Ability to manage pressure and make quick decisions when unexpected issues arise during events.
- Knowledge of the fitness/HYROX competition environment and passion for sport.
- Exceptional time management, ability to multitask, prioritize, and work calmly under pressure. Excellent attention to detail.
- Fluent English skills, additional languages are a plus.
- Driver's license; First Aid certificate is a plus
- Willingness to travel and work outside regular office hours, including weekends and nights.

OUR OFFER

- A varied and challenging role in a dynamic work environment, with opportunities for growth and development in a fast-growing international company.
- A good work-life balance with flexible trust-based working hours and the possibility for hybrid work
- Competitive holiday & PTO plans.
- Private healthcare cover.
- Office in the heart of Chicago.
- Employee discounts in our HYROX Stores.
- Depending on your experience you can expect an annual salary between \$55.000-\$65.000.

Interested? Then we're looking forward to your online application. Just upload your resume and answer our questions in the application form. Your contact is Katja (HYROX People).

[APPLY HERE](#)