

## Loppet Cycle Works Program Director Job Description

The Program Director of [Loppet Cycle Works \(LCW\)](#) runs the competitive wing of the Loppet Foundation's biking efforts.

**Primary Directive.** The Program Director is in charge of running competitive and adventure based mountain bike programming for the Loppet Foundation. The Program Director strives for excellence with the goal of helping each athlete to reach his/her potential in competitive sport, and help each athlete achieve his/her goals. The Program Director is tasked with creating a culture where athletes are encouraged to pursue high goals, excel on a daily basis, embrace the adventure in year-round endurance activities, and have high expectations in terms of effort, technical knowledge, skill, and performance. The Program Director works to broader goals as articulated by the Loppet Foundation's Mission and Values.

The Program Director is responsible for:

- Providing leadership to the LCW coaching staff, athletes and parents
- Creating long term vision and goals for LCW programming
- Coordinating all LCW programming for all age groups/abilities
- Hiring and overseeing coaches for LCW programming;
  - Coordinating with the Bookkeeping Department to ensure that staff are paid in a timely manner and receive proper benefits.
  - Meeting with LCW staff periodically and providing annual review
- Organizing coaches' education and setting a high level of expectation and performance for LCW Staff
- Creating a culture of both inclusiveness and excellence
- Working closely with Loppet Trails to improve mtb trails and skills areas. Help recruit volunteers for trail maintenance and new trail projects
- Develop and be involved in coaching LCW programs for both xc race focused athletes and for "all mountain" focused athletes
- Helping set and manage the budget of LCW to achieve the Foundation's financial goals;
- Working closely with the Loppet Adventures Elementary and Middle School program coaches as an advisor and coaches education resource.
- Coordinating communications and marketing efforts around LCW programming with communications and marketing staff
- Coordinating with all other elements of the Foundation, including Events, Adventures, Development and Trails to create one unified organization
- LCW Program Director will have an important leadership role in terms of updating and running mtb coaches education programming for Trail Kids mtb coaches
- Coordinate and conduct MTB skill clinics for adults
- Serve additional rental shop or customer service role at Trailhead during winter months when required by Executive Director- tasks may include managing/conducting ski rentals and trail pass sales
- Partner with the Events team to successfully host and run all cycling events.

The Program Director of LCW reports to the Director of Loppet Sport.

This is a full time position. We are looking for a start date between February 1st and March 1st.

## **HOW TO APPLY**

No phone calls, no walks in please. To apply please follow these instructions precisely:

Email the following materials the Loppet Sport Director Piotr Bednarski at: with an e-mail subject that reads exactly " LCW Director Position"

Email contact: [bednarski@loppet.org](mailto:bednarski@loppet.org)

- Resume (preferably in .pdf form)
- Cover Letter in the body of the email

All applications received by November 23 will be considered.