

# TRAIL KIDS Program Manager Position

**Primary Directive.** The TRAIL KIDS Program Manager is in charge of running adventure based endurance programming year round for youth ages 7-13. The Program manager is tasked with using a variety of modalities including trail running, mountain biking, orienteering and cross country skiing to help young develop a passion for endurance sport, the outdoors, and a healthy lifestyle. The program manager is also tasked with creating an inclusive environment for youth of all races, athletic abilities and economic backgrounds.

This position requires a person with high energy along with the ability to lead and delegate tasks to over a hundred part-time seasonal coaches. This person should have excellent communication skills along with a passion for working with youth in the outdoors. The Foundation is a fast-paced, high-energy and entrepreneurial, leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts. Visit the [Loppet TRAIL KIDS website page](#) for more information about the program.

## **TRAIL KIDS Program Manager is responsible for the following:**

- Communication with Parents of TRAIL KIDS through program emails, website information, Team App and preseason informational meetings.
- Coordinate and conduct TRAIL KIDS events, including TK Adventure mountain bike race series, TK fall adventure running race series, Loppet Games and Nordic super ski race series.
- Meet with the Loppet Sport Administrator ( Todd Bauer ) on a weekly basis to touch base on payroll, coach clipboard, program website and registration links for upcoming programs.
- Assist with launching TRAIL KIDS programs at new locations outside of Wirth, Elm Creek and Lebanon Hills.
- Organize and assist TK director with staff coach training on a seasonal basis for mountain bike, orienteering and Nordic skiing.
- Review each TK program season with TK staff and coaches to make changes and improvements for the upcoming seasons through Survey Monkey, coach meetings and TK parent board meetings.
- Recruiting new youth into the TRAIL KIDS Program through the existing Adventure Mini-loppet school based programs.
- Work with Loppet Middle school team coaches on joint events, coach training and shared program curriculum.
- Coordinate with Loppet Marketing team to promote upcoming TRAIL KIDS programs through Eblasts, Facebook, Instagram and connecting with local bike and ski shops.

- Assist in recruiting, enlisting and training coaches for year-round TRAIL KIDS programs.
- Working with the LNR, LCW and LR365 head coaches to transition older TK athletes into their programs.
- Assist Loppet Sport Administrator with purchasing and maintaining equipment for all programs.
- Assisting with ordering and purchasing TK apparel for coaches and participants.
- Follow up with scholarship applications for all TK programs.
- Assist with Team App management
  - Create access groups and team chats for each program
  - Upload coach training materials and session plans
  - Upload team rosters for coaches
  - Upload documents for parents
  - Send out notifications to coaches and parents on a weekly basis.
- Coordinate program registration automated emails for all programs working with Loppet registration and marketing staff.
- Set up team rosters and coaching groups based on ability and communicate with parents one week prior to session launch.
- Assist with lead coach responsibilities and oversee all program coaching groups on a regular basis ( Monday - Thursday evenings).
- Attend weekly Loppet Sport meetings.
- Set up skill assessment courses and logistics for these events prior to session launch.
- Set up adventure run and ski race courses for all TK race series and delegate or oversee the timing of these events.
- Oversee the TK mountain bike camp director and assist with the nine week half day camps from June - August.
- Respond to all parent questions at [trailkids@loppet.org](mailto:trailkids@loppet.org) on a regular basis.

**The TRAIL KIDS Program manager works closely with the TRAIL KIDS Director and the Loppet Sport Manager. This is a full time position.**

#### **HOW TO APPLY**

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

Email the following materials to [trailkids@loppet.org](mailto:trailkids@loppet.org) with an e-mail subject that reads exactly “ TRAIL KIDS Program Manager Position”

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

All applications received by November 23 will be considered.