



Trailhead and Events Manager

The Loppet Foundation is a non-profit organization driven by people and a connection to the outdoors and adventure, focusing on underserved youth and families. We work to make it possible for everyone - inclusive of age, background, and ability - to be outdoors and active.

Our team partners with the Minneapolis Park & Recreation Board to bring superior and accessible year-round [recreation](#) to Wirth Park. The [Trailhead](#) is a 14,000 square foot adventure center and home base for year-round outdoor adventure programs with a rental shop and the Mill Valley Market restaurant.

Primary Directive: To provide efficient operations of The Trailhead facility and to ensure excellent customer service for events and activities within The Trailhead.

The Trailhead and Events Manager reports to the Adventures and Trailhead Director.

Primary Duties and Responsibilities:

- Run day-to-day operations of The Trailhead, including management of operating and capital budgets, ensuring effective use of fiscal resources, and organizing maintenance and supplies for the facility.
- Build and support a creative environment that weaves together our mission and perspectives of all visitors to the park, the building, and the community within The Trailhead.
- Promote a culturally diverse, safe, and healthy workplace.
- Hire and lead the customer service teams within The Trailhead. Support the infrastructure that Customer Service relies on and support them in their responsibilities to be the face of the Loppet Foundation at The Trailhead.
- Facilitate all events including permitting, communication, and planning for The Trailhead.
- Maintain strong relationships with the Minneapolis Park & Recreation Board and its staff, The Trailhead staff, concessionaires and vendors, and other partners in the community to effectively operate The Trailhead and to create new events/activities at The Trailhead as needed.
- Invoice all events at The Trailhead.
- Maintain online events calendar.
- Facilitate high school ski team trail passes. Coordinate The Trailhead's weekly communication to the organization.

Required Skills/Qualifications:

- Experience with scheduling software and registration systems
- Proven communication skills and exemplary customer service background
- Familiarity with invoicing and accounting systems
- 2-5 years event management and/or building operations experience.

Preferred Skills/Qualifications:

- 2-5 years supervisory experience
- Passion for the outdoors
- Experience working in a diverse environment

The position is full time and salaried. The job offers a benefits package including health insurance and unlimited paid time off. Schedule will include weekend and/or evening hours.

At the Loppet, you will enjoy a flexible work environment, discounts on events and classes, and an enthusiastic and passionate team. Applications will be evaluated on the basis of relevant experience and qualifications. Final hiring is contingent upon the applicant passing a background check.

The Loppet Foundation is an equal opportunity employer and provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, marital status, or genetics.

Send a cover letter and resume via email to Ray Aponte at aponte@loppet.org with the subject "Trailhead and Events Manager".