



Loppet Foundation TRAIL KIDS Manager

The Loppet Foundation creates a shared passion for year-round outdoor adventure in the Minneapolis area, focusing on underserved youth and families. The Loppet is 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 www.loppet.org for more information on the Loppet Foundation. The Loppet Foundation is an equal opportunity employer.

TRAIL KIDS provides year-round outdoor active adventures throughout the year that include Nordic Skiing, Run/Orienteering, and Mountain Biking for youth ages 7 – 13. The curriculum focuses on general physical development, teaching sport-specific skills, and creating a passion in youth for outdoor endurance sports; all while having fun, making friends, and gaining confidence in each sport.

The TRAIL KIDS Program Manager will provide support to the Program Director by assisting in management of TRAIL KIDS Programming:

- Coordinate and facilitate TRAIL KIDS events, including TRAIL KIDS Adventure mountain bike race series, TRAIL KIDS fall adventure running race series, Loppet Games, and Nordic Super Ski race series.
- Assist in recruiting, enlisting, and training coaches for year-round TRAIL KIDS programs.
- Assist with launching TRAIL KIDS programs at our satellite locations: Elm Creek, Lebanon Hills, Monarch.
- Assess progress and needs of satellite programs through periodic visits to training sessions and communication with Lead Coaches.
- Available to work evenings (Monday-Thursday) and occasional weekends

Required Knowledge and Abilities

- Excellent verbal and written communication skills
- Detail-oriented with the ability to organize, multitask, and delegate
- Ability to take direction and work independently with minimal supervision
- Strong skills in time and task management, scheduling, and prioritization
- Commitment to diversity, equity and inclusion and the Loppet's mission
- A sense of adventure and a positive attitude, flexibility, adaptability, and creativity

Preferred Knowledge and Abilities

- Experience working with youth in sports and/or the outdoors.
- Proficiency in nordic skiing, mountain biking, and/or orienteering.
- Experience with Google Docs Suite.

HOW TO APPLY

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

- Email the following materials to katie@loppet.org with an e-mail subject that reads exactly "Application TRAIL KIDS Manager "
- Resume (preferably in .pdf form), Cover Letter in the body of the email, Salary expectation (hourly).

This is a part time hourly position (25+ hours/week) with a rate of \$19.50-\$21.50 an hour depending on qualifications. All applications received by July 15th will be considered.