



The Loppet Foundation Ski School Coordinator

The Loppet Foundation creates a shared passion for year-round, outdoor adventure in the Minneapolis area, focusing on underserved youth and families. The foundation provides quality programming for youth and adults, produces world class adventures and sporting events, and strives to create a welcoming and inclusive community in its operations in Theodore Wirth Park. The Loppet staff are dedicated and energetic individuals who work together leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts.

Primary Directive: The Ski School administrator is responsible for providing excellent customer service and efficient operations for the Loppet Ski School. The Loppet Ski School provides quality instruction and a welcoming atmosphere for skiers of all ages and abilities. The school is based in the [Trailhead](#) - a 14,000 square foot adventure center that operates rentals and lessons to support year-round outdoor activities and is home to Mill Valley Restaurant. You can learn more about the Foundation and the ski school experience at www.loppet.org.

The Ski School Administrator is responsible for the following:

- ❖ Run day-to-day operations of the ski school, including management of lessons schedules and instructors.
- ❖ Recruitment, training, and retention of quality instructors - including a diverse pool of instructors drawn from Loppet programming.
- ❖ Management of payroll for the school.
- ❖ Communication with ski school participants regarding lesson protocols and scheduling (as necessary). Working closely with the Loppet administration team on registration.
- ❖ Manage in partnership with the Trailhead staff the appropriate rental inventory to meet the demands of ski school.
- ❖ Assure the quality of on-snow experience for group and private lessons - including identifying ways for participants to further their experience with the Loppet.
- ❖ Serve as an ambassador for ski school - both as a welcoming presence at the Trailhead and by conducting community outreach that expands the reach of the Loppet ski school.

Required Skills/Qualifications:

- ❖ Proven communication skills and exemplary customer service background.
- ❖ Familiarity with systems necessary for the operations of ski school including payroll, registration, and events management systems.

- ❖ 2-5 years ski instructor experience
- ❖ Proven commitment to diversity, equity, and inclusion

Preferred Skills/Qualifications:

- ❖ Passion for the outdoors
- ❖ Experience managing a successful program
- ❖ 2 years of supervisory experience

This is a seasonal position and hourly position at the Loppet Foundation.

HOW TO APPLY

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

- Email the following materials to hr@loppet.org with an e-mail subject that reads exactly "Ski School Administrator":
 - Resume (preferably in .pdf form), Cover Letter in the body of the email