



## Loppet Foundation Trailhead Manager On Duty

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.

**Job Summary:** Our team of Trailhead Managers on Duty maintain day-to-day operations of The Trailhead's Adventure Shop, facilities and outdoor spaces, as well as managing customer service operations for The Loppet Foundation. Trailhead Managers should exhibit an enthusiasm for the outdoors and a desire to facilitate top-notch service and experiences for all park goers, as well as stewardship for maintaining the building and its surrounding park. Trailhead staff work from The Trailhead located in Theodore Wirth Park.

### Trailhead Managers on Duty are responsible for the following:

- Manage day to day operations of The Trailhead, including opening and closing
- Manage daily operation of Adventure Shop's POS systems
- Oversee seasonal Recreation Staff during winter rental hours
- Greet and guide park visitors in a friendly manner
- Provide information about Minneapolis Parks, Theodore Wirth Regional Park, the trail systems, seasonal park activities and trail conditions
- Sell and check trail passes, outfit rental packages, and develop an exceptional working knowledge of the technology required to effectively perform the job duties
- Support operations of the Tubing and Snowboard hills
- Build familiarity with Loppet trail system, usage and policies
- Assist with setting up events taking place at the Trailhead
- Perform other duties as assigned

### Required Knowledge and Abilities:

- Willingness to work evenings, weekends and holidays
- Passion for exposing park-goers to new activities and outdoor spaces
- Interest in learning new skills, equipment and activities

Trailhead Managers on Duty report to the Trailhead Director who reports to the Loppet's Executive Director. Hourly wages range from \$15 from - \$16.50 per hour, depending on demonstrable experience.

*We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the community we serve. Hence, **we strongly encourage BIPOC, Indigenous and Queer-identified individuals to apply.***

### 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](mailto:hr@loppet.org) with an e-mail subject that reads "Trailhead Manager on Duty Opportunity":
  - A letter on your experience and why you are interested in the position
- All applications received by Sept. 30, 2022 will be considered.