



Loppet Adventures Coordinator Job Posting

The Loppet Foundation's mission is connecting people to the outdoors through experiences that grow community. We value anti-racism, collaboration, growth, inclusion, play, stewardship and well-being. 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: The Adventures Coordinator position assists in providing coaching and program coordination for Loppet Adventures programming. The Adventures Coordinator is tasked with using a variety of modalities including trail running, mountain biking, orienteering, nature healing, environmental learning and cross country skiing to help youth develop a passion for endurance sports, the outdoors, and healthy lifestyle. Development might include skills, competition, self-directed outdoor activity, as well as social, emotional and academic skills such as leadership, pursuit of goals, responsibility, teamwork, perseverance and resilience. The most important part of this job is making young people and families feel seen, heard and empowered to love the outdoors.

The Adventures Coordinator is tasked with creating an inclusive environment for youth and families of all races, athletic abilities and economic backgrounds. The Adventures Coordinator will also engage and educate the community about programming opportunities available at the Loppet Foundation.

Duties and Responsibilities:

- Coaching Junior Loppet programming at Franklin Middle School
- Coordinating practices, trips, weekend events, races
- Coordinating Adventures field trips (Minne-Loppet, JL, schools & community)
- Coordinating Adventure Transportation - van schedule
- Creating a culture of Loppet values: anti-racism, inclusiveness, stewardship, collaboration, play and growth
- Supporting Minne-Loppet programs
- Recruitment of youth within the schools and with our partner organizations
- Assisting Adventures Program staff in coordinating parent outreach/community engagement
- Managing assistant coaches and volunteer coaches
- Working with other Junior Loppet head coaches to schedule all-team practices and events
- Identifying youth and families for progressive programming opportunities
- Assisting in managing inventory at Franklin Middle School
- Tracking daily/weekly participation in Junior Loppet programming
- Manage Break The Cycle (BTC) training program and payment tracking

Preferred Knowledge and Experience:

- Experience working with youth
- Proficiency in skiing, mountain biking, running, outdoor activities, environmental programming and/or orienteering
- Experience with Google Suite (gmail, docs, sheets)

The Adventures Coordinator is a Full-Time salaried position, reporting directly to the Adventures Director who reports to the Executive Director.

This is a full-time salaried position, wages between \$47,000 to \$50,500 per year, depending on demonstrable experience. Schedule and location are flexible with the understanding that a presence during regular business hours is important and that there are a variety of evening and weekend events, some of which this role will be necessary to attend.

*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. We understand that we cannot fulfill our mission without acknowledging and addressing the many barriers that exist for some members of our community, especially our BIPOC and LGBTQIA+ community. We still have a long way to go but are fully committed to bringing DEI practices and values to the forefront of all areas of the organization. We recognize this is a big statement to make and are happy to provide more detail and conversation around our strategic equity goals and immediate actions. We currently have a full-time permanent staff that is 32% BIPOC and 68% White/Caucasian. **Hence, we strongly encourage BIPOC, Indigenous and Queer identified individuals to apply.***

HOW TO APPLY:

Email resume (preferably in .pdf form) and cover letter to hr@loppet.org with an e-mail subject that reads exactly "Adventures Coordinator Application." In lieu of a cover letter you may provide an answer to one of the following questions:

- Based on the job posting, how do you see yourself adding value to this role and our foundation?
- Given your professional and personal goals, why are you interested in working for us right now?