The Loppet Foundation
Trail Kids 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.

The Loppet Foundation is hiring for a Trail Kids Coordinator. This is a full-time salaried position focused on supporting the Trail Kids programs and events.

Duties and Responsibilities:

- **Administrative support.**
  - Coordinate, facilitate and review programs and events.
  - Assist with Lead Coach responsibilities
  - Work with Loppet middle school team coaches on joint events, coach training, and shared program curriculum
  - Work with the LNR and LCW head coaches to transition older TK athletes into their programs
  - Support TK TeamApp
- **Communications: Assist TK manager with participant caregivers and coaches.**
  - Email - Monitor and answer the inbox of trailkids@loppet.org on a regular basis
  - Homebase - Manage and monitor all communications with coaching staff
  - Team App - Manage and monitor all communications with caregivers and coaches
- **Equipment and food support**
  - Manage the inventory, maintenance, and restocking of equipment for Nordic, MTB, and R/O programming
  - Ordering and purchasing TK apparel for coaches and participants.
  - Ordering and purchasing food for TK races and camps
  - Set up rental fittings for participants purchasing rental skis in preparations for TK Nordic Ski Programs
- **Coaching staff support: At Theodore Wirth and satellite locations.**
  - Recruitment
  - New coach onboarding
  - Communications
  - Training

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, TeamApp, and Monday.com
- Strong interpersonal, communication, and organizational skills
- Demonstrated commitment to diversity, equity, and inclusion
- Familiarity with the Loppet Foundation’s mission and values

This is a full-time salaried position, wages between $ 38,000 and $ 43,000 annually, depending on demonstrable experience. Schedule and location are flexible with the understanding that a presence during programming hours is important. There are a variety of weekend events, some of which this role will be necessary to attend.
This position reports directly to the Trail Kids Program Manager who reports to Loppet Sport Administrator and Director. Benefits include: Unlimited PTO, retirement savings plan with a generous match from the Loppet Foundation, three health insurance plan options and a dental insurance option. And the ability to work and play in the magnificent Theodore Wirth Park!

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:** Email resume (preferably in .pdf form) and cover letter to hr@loppet.org with an e-mail subject that reads exactly “Trail Kids Coordinator.” 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 the foundation?
- Given your professional and personal goals, why are you interested in working with us right now?