



**The Loppet Foundation
Coaches Development 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 Coach Development Coordinator is a new seasonal, part time hourly position, with the expectation of up to 32 hours per week during busier seasons (winter, and to a lesser extent summer). The Coaches Development Coordinator is an administrative position that will be responsible for overseeing the smooth hiring and onboarding process of part time coaches across Loppet programs (ie: Trail Kids, Ski School, Adventure Camps, LNR, etc). They will provide customer service to coach inquiries and needs for technical assistance. They will assist the Administrative & Finance Services Manager with collecting the required paperwork, contacting coaches and providing smooth orientation to the Loppet! This position necessitates some evening and weekend availability for programming and training purposes.

Essential Responsibilities:

- Process all new Coaches hiring and onboarding, including running background checks, collecting hiring paperwork, and keeping track of their training completion process
- Provide support, onboarding, and any updated training to all returning Coaches as needed
- Act as Coaches' first point of contact at in-person meetings, and provide assistance as needed
- Provide technical assistance with Clipboard, Paychex, Homebase and any other software as needed
- Provide training for Coaches on how to clock in and out, use timesheets, and view schedules
- Assist with miscellaneous database administration duties as assigned

Desired Knowledge and Abilities:

- Experience working in an administrative or HR support role
- Experience with database management and/or data entry
- Experience with Excel spreadsheets or Microsoft Suite
- Experience with employee software such as Clipboard, Paychex, Homebase, etc
- Experience working with the general public in a customer service role
- Excellent written and verbal communication skills
- Comfortable working independently
- High attention to detail

Attendance at the Loppet's first annual Coach Development Summit is requested on Saturday, November 16th.

The Coaches Development Coordinator reports to the Administrative & Finance Services Manager to support coaches across the organization. Hourly wages range from \$22 - \$25/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 with an e-mail subject that reads "Coach Development Coordinator"
 - Resume and Cover Letter (preferably in .pdf form) in the body of the email
- The position will remain open until filled. Applicants are encouraged to apply by October 30th, 2024.