



Manager & Coach – In-Training

Are you passionate about introducing people to running and walking? Do you enjoy working with adults and sharing knowledge about the benefits of aerobic exercise? Do you believe in the power of sport to transform lives? Atlanta Track Club seeks an energetic self-starter to manage and grow its In-Training programs.

Atlanta Track Club is a nonprofit committed to creating an active and healthy Atlanta. Through running and walking, Atlanta Track Club motivates, inspires and engages the community to enjoy a healthier lifestyle. With more than 30,000 members, Atlanta Track Club is the second largest running organization in the United States. In addition to the Atlanta Journal-Constitution Peachtree Road Race – the largest 10K running event in the world, the Publix Atlanta Marathon, the PNC Atlanta 10 Miler and Invesco QQQ Thanksgiving Day Half Marathon, Atlanta Track Club directs more than 30 events annually. Through the support of its members and volunteers, Atlanta Track Club also maintains a number of community initiatives including organizing and promoting its Kilometer Kids youth running program to metro Atlanta youth.

Reporting to the Director of High Performance, the Manager & Coach – In-Training is responsible for the management of both virtual and in-person In-Training programs, Atlanta Track Club's premier running and walking training program that serves more than 2,000 adults annually throughout the Atlanta metropolitan area as they prepare for races from 5K to the marathon. This full-time position also supports other initiatives such as the Club's events, expos, and educational programming. This highly visible and collaborative position requires coaching experience, leadership skills, a community engagement focus, strong interpersonal communication, and the ability to multi-task and prioritize responsibilities.

Responsibilities Include:

- Direct management of In-Training programs including budgeting, execution, data collection, and outcome evaluation.
- Oversee and facilitate the growth of In-Training through active recruitment of new participants, volunteer Run Leads and locations.
- Develop training plans for participants and programs based on best practices and training philosophy of the Club.
- Effective and consistent communication to In-Training participants, volunteer Run Leads, and coaches including weekly newsletters, best practices and curriculum implementation, website maintenance, data collection and support.

- Plan and execute in-person training sessions including long runs at Atlanta Track Club headquarters and midweek workouts at Piedmont Park or other locations.
- Manage online training platform for participants and volunteers.
- Plan and execute participant orientations (online and in-person), education sessions (online and in-person), and digital communities.
- Coordinate volunteer CPR training, professional development, and recruitment.
- Manage distribution of participant and volunteer clothing and/or items.
- Strengthen the connection between In-Training programs and other Atlanta Track Club events, programming, and initiatives.
- Support other High Performance, youth running and Atlanta Track Club events.

Minimum Job Qualifications

- 2-5 years of running and walking coaching experience particularly with adults at the recreational and competitive levels.
- Coaches certifications from USATF, USTFCCCA, RRCA, NSCA or a demonstrable body of work.
- Knowledge and understanding of the benefits of aerobic exercise and basic training theory as it applies to runners and walkers ages 18-88.
- Experience working in adult education is preferred.
- Experience developing and refining curriculum.
- Strong written and oral communications including the ability to speak to large, diverse audiences and on camera.
- Experience with digital platforms for content delivery.
- Familiarity with running in Atlanta and Georgia.
- Ability to maintain detailed and accurate records.
- Must be a highly organized and detailed self-starter who possesses the ability to work both independently and as part of a team.
- Must be able to multi-task and meet deadlines.
- Demonstrated proficiency in Microsoft Office Suite or G Suite applications.
- Ability to work under pressure.
- Excellent problem solving and interpersonal skills.
- An interest in working most weekends (40+ Saturday mornings) and extended weekday hours (2 or more evenings) as needed to support Atlanta Track Club's mission and program expectations
- Ability and willingness to manage load-in and load-out process at events and programs including heavy lifting (up to 40 lbs)
- Demonstrated commitment to running and physical fitness preferred

How to Apply

Send resume and salary requirements to careers@atlantatrackclub.org. In addition, please send a sample 12 week half marathon training program for a participant with the following characteristics: 40 years old, full time job, trains four (4) days per week, current long run is six (6) miles, most recent race result – 5K run in 24:48, goal of breaking 2:00 in the half marathon.