Are you passionate about introducing young people to cross country, track & field, running and walking? Do you enjoy working with schools 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 youth running programs. Your work will impact the lives of more than 6,000 participants in the Track Club’s youth programs and events.

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 34,000 members, Atlanta Track Club is the second largest running organization in the United States. In addition to the AJC Peachtree Road Race – the largest 10K in the world, the Publix Atlanta Marathon, the PNC Atlanta 10 Miler and the Invesco QQQ Thanksgiving Day Half Marathon, Atlanta Track Club directs more than 30 annual events and programs. 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, honoring high school cross country and track and field athletes through Atlanta Track Club’s All-Metro Banquets and supporting other local nonprofits with similar missions through its Adopt a Mile program.

**Position: Manager - Youth Running**

**Position Overview:** Reporting to the Director of High Performance and working closely with the Manager - Youth Programming, the Manager – Youth Running is primarily responsible for the management of Kilometer Kids, Atlanta Track Club’s premier free-to-all running program serving thousands of youth annually at dozens of schools and community centers. This position also supports other initiatives such as the Club’s Atlanta Public Schools partnership with a focus on middle schools. This highly visible and collaborative position requires strategic planning experience, leadership skills, a community engagement focus, budgeting acumen, and the ability to multi-task and prioritize responsibilities.
Responsibilities Include:

- Direct management of Kilometer Kids running program including budgeting, data collection, and outcome evaluation
- Oversee and facilitate the growth of Kilometer Kids through active recruitment of new schools and clubs
- Assisting in the design and supporting the execution of Kilometer Kids events and promotions including but not limited to seasonal races, expositions, and school or community activities and fairs
- Effective and consistent communication with Kilometer Kids site leads, parents, and coaches including weekly newsletters, best practices and curriculum implementation, incentive distribution, data collection and support
- Oversee Kilometer Kids site lead orientation, CPR training, background checks, professional development, and volunteer recruitment
- Strengthening the connection between Kilometer Kids programs and participants with other Atlanta Track Club events, programming, and initiatives
- Coordinate and attend site visits related to Kilometer Kids along with Atlanta Track Club professional athletes
- Continued curriculum review and refinement related to Kilometer Kids
- Support other High Performance, Youth Running Series and Atlanta Track Club events
- Manage relationships with community partners in youth programming related to the City of Atlanta’s Parks and Recreation, Department of Juvenile Justice, Police Athletic League, YMCA’s, and others
- Assist with educational and recreational programming related to Atlanta Track Club’s summer cross country camp
- Supporting and growing other Atlanta Track Club youth running initiatives including the Youth Running Series and Atlanta Public Schools partnership with the specific goal of establishing or supporting middle school cross country and track and field teams
- Support Atlanta Track Club’s Atlanta Public Schools partnership through relationship building, coach communication, professional development, meet support and enhancement, and other initiatives
- Assist with grant identification, application, and reporting related to youth running initiatives

Minimum Job Qualifications

- 1-3 years of program management, coaching, teaching or related non-profit experience required
- Proven aptitude and interest in face-to-face communication with kids and coaches alike
- Experience working with or in schools is preferred
- Experience developing and refining curriculum
- Experience writing and working with grants
- Strong written and oral communications including the ability to speak to large, diverse audiences
• Knowledge and understanding of the unique developmental needs of children ages 5-18
• Knowledge and understanding of the benefits of aerobic exercise and basic training theory
• Familiarity with youth running in Georgia
• Ability to maintain detailed and accurate records including high volume of electronic communications
• Must be a self-starter and possess the ability to work both independently and as part of a team
• Must be highly organized, efficient, and detail oriented
• Must be able to multi-task and meet deadlines
• Demonstrated proficiency in Microsoft Office Suite or G Suite applications
• Demonstrated ability to work under pressure
• Excellent problem solving and interpersonal skills
• Must be available to work weekends, select holidays and extended hours as needed.
• Ability and willingness to manage load-in and load-out process at events, including heavy lifting (up to 40 lbs)
• Demonstrated passion for Atlanta Track Club’s mission
• Practical experience in and with running is a must.
• College degree preferred.

How to Apply

Send your cover letter and resume to careers@atlantatrackclub.org by May 15, 2020. Because of the volume of applications received, please understand that we cannot respond to each applicant individually. You will be contacted if more information is required or if you are considered for the position to which you applied. No phone calls, please.