



The Loppet Foundation
Loppet Nordic Racing (LNR) Program Coordinator and Development Coach
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 Loppet Nordic Racing (LNR) Program Coordinator and Development Coach is responsible for overseeing both the LNR Junior Development Nordic Ski Team and competitive adult Nordic ski programs for the Loppet Foundation. This includes working closely with the LNR Senior Manager (Head Coach) on all aspects of LNR programming. The Development Coach strives for excellence with the goal of helping each athlete reach their potential in competitive sport. The Development Coach is tasked with creating a supportive culture where athletes are encouraged to pursue lofty goals and build community through competitive year-round endurance activities.

LNR Program Coordinator is responsible for the following:

Junior Coaching and Athlete Development

- Provide year-round coaching support to LNR athletes.
- Assist with planning and execution of training sessions under the direction of the Head Coach.
- Provide technical feedback and performance support to athletes during practices and competitions.
- Assist Head Coach with recruitment, training, and mentoring of coaches.

Adult Group Coaching

- Coordinate LNR adult group programming with Head Coach including creation of registration requests, website information, and staff schedules.
- Mentor new coaches.
- Work with marketing staff to promote LNR programs.
- Coach LNR adult groups as needed.
- Communicate regularly with adult coaches regarding group progress and equipment needs.

Training, Camp, and Competition Support

- Assist with supervision and execution of daily training sessions, camps, and races including:
 - Travel logistics and coordination.
 - Grocery shopping and meal planning.
 - Athlete and equipment transport.
 - Timing, splits, feed-zone coverage, and race-day operations.
 - Execute waxing, ski fleet preparation, and equipment maintenance.
 - Collect and analyze performance data, including video analysis, lactate testing, and workout/race timing.

Community Engagement and Recruitment

- Actively participate in junior and youth ski clinics and community events.
- Serve as an ambassador for the Loppet.
- Assist with athlete recruitment and outreach efforts.
- Support regional and national development projects such as Central Regional Elite Group camp and/or National Under-16 camp.
- Assist Loppet Events staff during major events when needed, eg Trail Loppet, City Trail, Luminary.
- Help recruit volunteers for Loppet Events.

Communication and Collaboration

- Contribute to a collaborative, respectful, and athlete-centered team environment.
- Support internal communication with athletes, staff, and volunteers as needed.
- Communicate with parents and athletes regarding training, camps, and athlete progress, health, and behavior.
- Embrace a growth mindset.
- Actively work to advance the Loppet's [Mission, Values](#) and [Strategic Equity Goals](#).

Knowledge and Abilities:

ESSENTIAL FUNCTIONS

- Ability to coach, ski, run, rollerski, bike, or otherwise move with athletes during training sessions.
- Ability to travel, including nights and weekends, during training and competition seasons.
- Ability to lift and transport equipment, including skis, waxing equipment, and supplies.
- Ability to work outdoors in winter conditions for extended periods of time.
- Ability to pass SafeSport Background check and maintain valid coach certifications.

COMPETENCIES & EXPERIENCE

- Previous coaching experience in cross-country skiing or endurance sports required.
- Strong interpersonal skills and ability to communicate effectively with athletes, staff, and parents.
- Effective written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Demonstrated collaboration, initiative, and problem-solving ability.
- Flexible, adaptable, and able to thrive in a fast-paced environment.
- Professional demeanor and strong work ethic.

Other Requirements:

- Access to reliable transportation and ability to learn to drive a company vehicle with a trailer.
- Ability to pass a criminal background check.
- Ability to regularly work evenings and weekends.
- Ability to meet physical demands of the job. While performing the duties of this job, the employee is regularly required to sit, stand, bend, twist, kneel, and communicate. The employee must regularly lift and/or move up to 50 pounds.

The Loppet Nordic Racing Program Coordinator and Development Coach reports to the LNR Senior Manager who reports to the Director of Loppet Sport. Salary range \$50,000-\$55,000 per year, depending on demonstrable experience.

This is a full-time salaried position. Schedule and location are generally flexible with the understanding that a presence during regular business hours is important. However, it is also important to note there will be a variety of evening and weekend events outside of regular business hours that this role will need to be present for.

This position includes the following benefits: Unlimited PTO, 401(k) retirement plan with Loppet Foundation employer match, three health insurance plan options, dental insurance, life insurance and employee discounts 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, Queer and female/non-binary-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 "LNR Coordinator":
 - Resume (preferably in .pdf form), Cover Letter in the body of the email, and annual salary expectation.
- The position will remain open until filled. Applicants are encouraged to apply by March 15, 2026.