

Full-Time FIT Professional/Training Programs Manager

POSITION OVERVIEW:

In addition to FIT Professional responsibilities, oversee training program coaches and mentors while ensuring the safety of all training program participants. Recruit coaches to build training programs, schedule events, partner with local race directors and market various training programs Fleet Feet offers. Develops strong rapport with training program participants and assists with the marketing of all training programs. Within the scope of this position, contribute to Fleet Feet's overall position as the leader in running stores in the thriving Pittsburgh running community.

KEY ESSENTIALS:

- Manage the overall organization of training programs; registration, venue reservation, events around the training group; organize coaches and mentors to provide participants with the best possible experience.
- Work directly with the Marketing and Retail teams to promote different training programs.
- Create specific training plans for each of our groups, catering to the needs and goals of all participants.
- Work with the General Manager and Human Resources Manager to hire qualified coaches, mentors, and volunteers.
- Recruit and retain program participants.
- Work closely with community and vendor partners to identify goals and opportunities for program growth.
- Plan the logistics of training programs such as selecting locations and securing necessary permits.
- Ensure that all materials and equipment are brought to the weekly runs; i.e. water containers, tables, signage, cups, maps, etc.
- Have a presence in the community and at group runs with participants/customers, vendors and organizations.
- Create and manage all training programs communication to customers/participants including training program newsletters and social media.
- Create maps and turn-by-turn directions for group runs.
- Implement best practices as it relates to route design, safety standards and insurance requirements.
- Manage training program budget.
- Maintain current certification for coaching qualifications, CPR, and First Aid.
- Other duties as required and directed by Fleet Feet Pittsburgh to ensure the continued success of the Fleet Feet brand. These may, on occasion, be unrelated to the position described here.

SUPERVISORY RESPONSIBILITIES:

All Training Program Coordinators, Coaches, Mentors and Volunteers: No Boundaries, Marathon/Half, Trail, Speed/5k/10k, Youth Programs.

QUALIFIERS:

Training Programs are a staple for Fleet Feet Sports. This person must be outgoing, friendly, and be able to build a positive rapport with a vast range of people. Must have a flexible schedule including weekends and evenings. Must have a passion for walkers, runners and fitness of all levels. The Training Programs Manager will be comfortable speaking in front of large groups, discussing training strategies, nutrition, recovery, injury prevention and store products.

WANT TO JOIN OUR TEAM?

Are you looking to turn your passion into your career, work with like-minded people in a fast-paced, fun and customer centric working environment? Email your Resume and completed [Employment Application](#) to deb@fleetfeetpittsburgh.com. Be sure to reference this job and tell us why you'd be a great fit with our team.

***This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.*