

## FF Running Club Manager

### RUN DOWN:

Oversees Fleet Feet Running Club (FFRC) program coaches, pacers, and mentors while ensuring the safety of all trainees. Works with coaches to build FFRC, schedules events, partners with local race directors and markets FFRC. Develops strong rapport with trainees and assists with the marketing of FFRC. Within the scope of this position, contributes to the business' overall position as the leader in franchising locally owned and operated running stores that build thriving running communities.

### KEY ESSENTIALS:

- Responsible for the overall organization of FFRC 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 staff to promote FFRC offerings. Has a basic understanding of the in-store experience and how to build in and out-of-store experiences together.
- Create specific training programs, materials and tools for each of our groups, catering to the needs and goals of all participants.
- Work with the store's Leadership Team to hire, train, and support a qualified team of coaches, pacers and mentors.
- Recruit and retain program participants. Specific and measurable goals will be set and monitored for each program.
- Work closely with community and vendor partners to identify goals and opportunities for program growth. Be the liaison for store relationships.
- Implement best practices as it relates to route design, safety standards and insurance requirements, including maintaining current certification for coaching qualifications, CPR, and First Aid.
- Manage training program budget.
- Possess strong organizational and communication skills. Comfortable speaking in front of large groups.
- Other duties as required and directed by Fleet Feet Fox Valley 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 Coaches, Pacers and Mentors for Finish/Fast, Marathon/Half, Speed Demons, Youth Programs, and any additional programs added.

### 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 FFRC Manager will be comfortable speaking in front of large groups, discussing training strategies, nutrition, recovery, injury prevention and store products.

### **WANT TO JOIN OUR FLEET?**

Are you looking to turn your passion into your career, work with like-minded people in a fast-pace, fun and customer centric working environment? Email your Resume to [leah@fleetfeetfoxvalley.com](mailto:leah@fleetfeetfoxvalley.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.*