

YOUTH PROGRAMMING INTERN - FALL

Reports to:
Director of Youth Programming

Mission:
P3R is a nonprofit organization that is passionate about promoting the love of running and enhancing community access to health & fitness education and activities.

About/Position Summary:
Best known for organizing the acclaimed annual DICK'S Sporting Goods Pittsburgh Marathon, P3R also organizes a variety of other high-quality races, training runs, and health and fitness programs throughout the Pittsburgh region.

The P3R Youth Programming Department connects young people with the larger Pittsburgh regional running community. This position is responsible for supporting strategies that results in getting kids moving and ready for race day, promote community visibility for P3R youth programming, and aid in financial viability of the department.

Experiences you can expect:

- Gaining hands on experience working with children and volunteers by creating unique experiences for kids and their families centered around movement and active lifestyles
- Utilizing your creativity and passion for activity
- Motivating our region to increase time spent in physical activity
- Interacting with the community: an opportunity to work with diverse populations
- Opportunities to learn from other departments, including marketing, sponsorship, and event operations
- Getting a behind the scenes view and contributing to planning world class events in the sports business

Duties and responsibilities include but are not limited to:

Providing excellent customer service and support to our runners and volunteers

Building strong connections with schools and community groups to establish and maintain Kids of STEEL sites and recruit youth runners for P3R events:

- helps executes strategies and activities for program growth
- assists in developing content for social media and other communications
- conducts site visits and guest coaching as needed
- works with volunteers to increase community visibility

- assists with team and volunteer recruitment

Assisting in planning and executing community outreach events that activate current and new stakeholders:

- works with department staff to increase community visibility through training events, group runs, school assemblies, activity fairs and other events
- works with P3R staff on race events, fundraising events, and other community facing events
- contributes to the planning of the Pittsburgh Kids Marathon – one of the largest kids’ races in the country

Keeping P3R Youth Programming running:

- helps with fundraising appeals and acknowledgments
- helps with department outreach to sites, including mailing packages, information pieces and race supplies for the children
- manages registration database, including entering and editing registrations as well as answering questions from participants. Produce reports on registrations as requested.
- monitors and answers questions from department email info box.
- other duties as assigned.

Required qualifications:

- Enthusiastic and relationship-oriented
- Desire to work with children and volunteers from all backgrounds
- Ability to work independently and within a team environment
- Ability to adapt quickly to changing priorities
- Availability to work some nights and weekends, possibly:
 - FlyBy 5K and 2 Mile Fun Run/Walk presented by CNX Resources, 9/21/19
 - Great Race Weekend, 9/27/19 - 9/29/19
 - GAP Trail Relay, 10/11/19 – 10/12/19
 - EQT 10 Miler, 11/2/19
- Bachelor’s degree
- Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, FBI Criminal background clearance

Service conditions:

- Office environment in addition to different environments from gyms to playing fields to any available room at the client site. Participates in the operations of outdoor road races in Allegheny County and surrounding areas, rain or shine and in all temperatures.
- The employee may occasionally lift up to a minimum of 30 pounds.