

Director, Youth Programming

P3R is the engine behind Pittsburgh's greatest races. We strive to inspire any and all to move with us.

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.

We prize high-quality and creative work, and we produce professional and innovative results, events, programs, and more. We are seeking a Director of Youth Programming to join our team, reporting to our CEO. This role will be responsible for supervising all program activities for runners under the age of 18, including our award-winning Kids of STEEL program and 4RUN2 Varsity.

Duties and responsibilities include but are not limited to:

All candidates should have proven leadership, management, and program development experience, as well as proven experience in programs that work with school-aged youth.

The Director of Youth Programming will maintain congruence between P3R's mission and leadership and all activities for youth programming.

A growth mindset is crucial, as success will be measured by the number of children and families served. The Director of Youth Programming is charged with providing sound fiscal leadership for the program, staff leadership and supervision, program development, curriculum development, operational oversight and cultivating internal and external relations, including fundraising, grants management, and communications. These responsibilities include (but are not limited to):

- **Select and hire properly qualified persons to serve as members of the youth programming team and maintain appropriate personnel records. Handle all staffing matters regarding employment, retention and dismissal of personnel; salaries and contracts, job assignments and performance evaluation; and orientation and training.**
- **Strategize, implement and maintain program initiatives that will continue path of growth, expansion phase for all kids programs including but not limited to Kids of Steel and 4RUN2 Varsity.**
- **Monitor income, submit reports, expenditures and maintain appropriate financial records.**
- **Oversee all fundraising activities, including grant requests, reporting and fulfillment.**
- **Maintain and build relationships with partnerships team to ensure partnerships are activated on race weekend and in all other events.**
- **Provide direction and management of youth program marketing, including website content, social media and e-newsletters. Works in partnership with the marketing team to advertise youth programs and youth events, as well as to pursue public relations opportunities.**
- **Additional duties as directed.**

Competencies:

All candidates should have:

- **Proven leadership, management, and innovation, along with passion for youth health and wellness in our region.**
- **At least five (5) years' experience working in a management position with non-profit or for-profit organizations.**
- **Strong written and verbal communication skills, specifically persuasive and passionate communications with excellent interpersonal and multidisciplinary project skills.**
- **Enthusiastic and relationship-oriented.**
- **Action-oriented, entrepreneurial, adaptable, and innovative approach to planning.**

- **Capacity to make decisions independently.**
- **Ability to work effectively in collaboration with diverse groups of people, including diverse staff, parents/children, and community members.**
- **Passion for the mission of P3R.**
- **Outstanding customer service skills.**

Required qualifications:

- **Bachelor's Degree**
- **Valid Driver's License**
- **PA Child Abuse History Clearance, FBI Criminal History Background Check, and PA State Police Criminal Record Check are required to obtain and maintain employment; obtaining the required clearances is completed as part of the new hire process**

To Apply: Please send cover letter and resume to HR@p3r.org