

Healthy Kids Running Series Job Description

Position: Manager & Procurement Specialist



Mission

In an effort to combat increasing rates of childhood obesity in America, Healthy Kids Running Series (“HKRS”) motivates children to love a healthy and active through a positive, educational and fun introduction to the world of running.

For more information, please visit our website at www.HealthyKidsRunningSeries.org.

Position - Fast Facts:

Location:	Thornton, PA	Posted Date:	April 19, 2017
Worker Type:	Salary	Work Type:	Fulltime-Regular
Category:	Event Management & Logistics	Line of Business:	Nonprofit

HKRS Manager & Procurement Specialist - Description

The HKRS Manager & Procurement Specialist is a two-part job responsible for both overseeing the general wellbeing of this manager’s assigned towns, while also assisting the Supply Manager with purchasing, procurement and supply distribution nationally. This includes the management of program supply logistics and budget management. This position reports to both the Supply Manager and HKRS Director. Specific responsibilities include:

- Oversee Community Coordinators
 - Report to Tamara Conan, HKRS Director
 - Oversee and manage roughly 50 Community Coordinators nationwide
 - Maintain communication with identified Community Coordinators throughout the year to assist them in executing a successful five-week Series in both the Spring and Fall
 - Work with Community Coordinators to answer questions and guide them in meeting the HKRS mission
 - Help coordinate the two (2) annual Community Coordinator Social / Workshop events (Summer and End-of-Year events)
 - Provide feedback, recommendations and updates as well as edit the HKRS ‘How To’ Manual
 - Travel: plan “Site Visits” for staff and visit Community Coordinators prior to their Series start date; plan for 5-10 travel days a year which will include helping

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Community Coordinators map out their course. HKRS Staff will provide instruction on this process.

- Evaluate Community Coordinators throughout the Series via personal experience and feedback, parent feedback and survey results; make the President aware of any issues with Community Coordinators
- Manage the entire HKRS Request For Proposal (RFP) process from start to finish
 - Report to the Supply Manager
 - Write / update current RFPs
 - Field calls / proposals while completing due diligent fact finding
 - Ensure HKRS is getting best pricing on orders
 - find new and potentially better options; via pricing, quality, serviceability
 - negotiate rates and service requests as needed
 - Present fact finding and proposals to HKRS Vice President/President and/or Board as needed; including recommendations
- Procurement
 - Assist Supply Manager in ordering supply kits for all new towns and replenish supplies when needed for current towns
 - Assist in ordering all T-Shirts, medals and trophies, and all other supply items for each Series in the Spring and Fall
 - Assist Supply Manager in managing all supply orders and the allocation process
 - Forecast appropriate number of items per Series
 - Allocate supplies prior to Series to appropriate towns
 - Strategically manage shipping expenses to keep costs down
- Inventory Management
 - Manage, account for and report supply inventory levels to Supply Manager prior to HKRS Board Meetings at the conclusion of both the Spring and Fall Series.
- Communication
 - Create a budget/plan for expected supply spending throughout the year
 - Inform and Update HKRS bookkeeper of all supply spending; ensuring its in-line with the budget and projected spending for the year
 - Ensure each Community Coordinator's supply needs are met
- Help facilitate the West Chester or other local Series on-site weekly.

Qualifications:

- Bachelor's degree in related field or equivalent experience required
- Preferred bachelor's degree in business or more specifically supply chain / logistics
- Intermediate – Expert level user of MS Excel
- Strong interpersonal and communication skills both verbal and written
- Excellent analytical skills

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- Excellent negotiation skills
- Strong organizational skills, and attention to detail is required
- Ability to work and succeed in a fast-paced, deadline driven environment
- Demonstrate ability to perform price/cost analysis
- Ability to multi-task and be detail oriented
- Demonstrate a positive attitude
- Have a friendly and professional disposition

To Apply for this position, please email your cover letter and resume to Scott Ely, scott@pattisonsportsgroup.com.

Healthy Kids Running Series (www.HealthyKidsRunningSeries.org), a nonprofit initiative of the Pattison Sports Group, providing children ages 2-14 with the opportunity to live a healthy and active lifestyle through the introduction of running. HKRS currently operates in 140+ locations across 30 states.

Pattison Sports Group and Healthy Kids Running Series are EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION employers.

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