

PENNSYLVANIA

INTERSCHOLASTIC CYCLING LEAGUE



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Job Opening for: Outreach and Team Development Coordinator (Western PA)

MISSION: We build strong minds, bodies, character, and communities through cycling

VISION: Every youth is empowered to be part of a thriving and engaged cycling community

VALUES: Fun, Inclusivity, Equity, Respect, and Community

About: The Pennsylvania Interscholastic Cycling League (PICL) is a youth development organization that uses mountain biking to inspire healthy lifestyles, build strong communities, and engage participants in trail stewardship. Our mission: to build strong minds, bodies, character, and community. Our vision: to empower youth through mountain biking. Our strategy: to develop and support programs and curriculum that allow us to reach into every PA community and introduce students and families of every skill level and background to the positive benefits of mountain biking.

Title/position: Outreach & Team Development Coordinator (Western PA)

Reporting to: Director of Outreach, PICL

The PICL Outreach and Team Development Coordinator (Western PA) is a leader who relentlessly pursues bringing teams to life and putting kids outside on wheels in the woods across Western PA, with a particular focus on the Greater Pittsburgh area. The ideal candidate for this role is experienced with both in-person and virtual communications and presentations and possesses a love for the idea of youth development through the sport of mountain biking. The person in this role will spur the development and growth of new teams and existing teams, play a role in all forms of league communications, and contribute to ongoing outreach and event operations. To achieve this, this individual will converse frequently with those interested in starting teams, check in with existing teams, visit prospective communities, and communicate through social media, newsletters, video, and other public channels. This person will also play a key role in the development of events that take place in This team member will work closely to assist the Director of Outreach with all organizational goals and may also be responsible for other responsibilities as this role grows.

Role and Responsibilities:

Responsibilities ebb and flow throughout the season. Approximate breakdown of roles and responsibilities of position:

- **60-80%:** Team outreach, presentations, team launches, team relationship management, team support
- **10-20%:** League-wide communications - social media, newsletters, website updates, and other communications
- **10-20%:** Teen Trail Corps (TTC) related programming support to ensure continued success of the league's stewardship efforts for PA trails and parks

- **15-35%:** Event production, support, and management and other league support roles and responsibilities

Compensation package:

- \$45,000 - \$60,000 annual salary, full-time exempt position, based on experience and qualifications
- Health coverage (up to \$400/month) after 30 days FTE through NICA PA Project League
- Retirement benefits option after 90-days
- Phone and internet reimbursement of \$50 per month each (\$100 total/mo.)
- Bonus potential based on overall league, coach, and participant growth after year-end analysis
- Additional benefits: Paid time off, professional memberships, wellness programs

Qualifications:

- Experience or interest in youth development or youth coaching experience and an understanding of long-term athlete development and trail stewardship
- Previous experience in recruiting, presentations, and public speaking
- Experience with social media platforms
- Self-directed, outgoing/personable, detail and solutions-oriented, passionate about customer service, and a team player
- Must be able to lift 50 pounds

To Apply:

Please email lkriete@spanopratt.com with “Application for Outreach and Team Development Director (Western PA)” and include a cover letter and resume. Applications will be accepted until August 8, 2025. Questions can be directed to lkriete@spanopratt.com. Applicants whose applications are up for consideration will be contacted.

About the PA League and Position:

The PA League is a Project League of the National Interscholastic Cycling Association (NICA). All league staff are employees of NICA. This role is funded through a capacity building grant from the Richard King Mellon Foundation.

PICL is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Organizational Culture and Values:

At PICL, we value inclusivity, community, and stewardship. We believe in creating a supportive environment where youth can thrive through the sport of mountain biking. We are committed to fostering a diverse and inclusive workplace that reflects the communities we serve. We work hard, we support each other, we get things done.

Being part of the team - additional information about the position to consider when applying:

Events: Throughout the year, the league holds a series of weekend events. Through the winter and spring, coach training events, fundraising events, and outreach events occur. Through the summer

and fall, the league transitions into local and state-level competitive and adventure events. Because these events are key to the rider and team experiences, it is important that the person in this position will support the league by learning one or more event production roles, helping to produce these events, and connecting with our families, coaches, and riders at these events.

Travel/Food/Lodging: It is likely that this position will travel 2-4 days per week on outreach-related visits, primarily in Pittsburgh and throughout western PA. Travel will vary based on the time of year/league season. Transportation, food, and lodging are reimbursed up to federal rates.

Flexible time: Outreach events and team support often occur in the evenings through in-person or virtual settings, generally 1-2 nights per week. Due to the weekend and evening expectations, this position allows for flexibility in work scheduling. It is expected that this position will work 40 hours per week to support the league. It is common that event weeks require additional hours.

Measurements of Success: Success in this role will be measured by the engagement, retention, and growth of teams, athletes, and TTC.

Professional Development Opportunities: PICL is committed to the professional growth of our team members. We offer opportunities for training, certifications, and career advancement within the organization.

Work Environment and Equipment: This position offers a flexible work environment with options for remote, office, or hybrid work settings. Necessary equipment such as a laptop and mobile phone will be provided.

On The Bike Skills Training: Though not a requirement for the position, we engage in coach skills training, and the person in this position would have the opportunity to become trained to deliver this instruction to coaches. There is an opportunity for additional compensation related to On The Bike instruction delivery in this related, but separate role.