

Healthy Kids Running Series Job Description

Position: Race Resources Manager



Mission

Healthy Kids Running Series is a national, community-based non-profit that provides a fun, inclusive, five-week running Series for ages 2-14 designed to get kids active, build self-esteem and lay the foundation for a healthy lifestyle.

This job description is intended to serve as a general guide to the key responsibilities and qualifications for the position; it is not exhaustive or all-inclusive and may be modified at any time to meet the evolving needs of the organization.

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

Facts

Job Type: Part-Time | Hybrid

Level: Entry Level Position

Reports To: National Director, Director of Organizational Operations & Director of Program Operations

Location: HKRS National Office - Chadds Ford, PA and remote

Schedule: In office time required on Tuesday, Wednesday, Thursday

Compensation: \$20/h | 10-20 hours per week

Responsibilities

Healthy Kids Running Series (HKRS) is seeking a detail-oriented Race Resources Manager to oversee the ordering and coordination of race supplies for programs across the country. This role works closely with established vendors to ensure Community Coordinators receive the materials they need for a successful season. The position is primarily focused on seasonal supply ordering, inventory management, and vendor coordination.

Hours are flexible based on workload. During our busiest seasons (spring and fall), up to 20 hours per week may be required. This hybrid position requires a minimum of two in-office days each week between Tuesday and Thursday.

- Process and track race series supply orders (including shirts, medals, trophies, and other race materials), ensuring timely and accurate delivery to program locations nationwide.
- Manage and maintain strong relationships with existing vendors, including periodic site visits, while serving as the primary point of contact for order coordination and issue resolution.
- Coordinate replacement supply requests and additional orders as needed throughout the season.

- Work collaboratively with Program Managers and other team members to anticipate supply needs and support successful program operations.
- Maintain purchasing, inventory, and shipment records and monitor stock levels to support seasonal needs.
- Manage National Office supply inventory and ordering, and prepare, package, and deliver shipments to the post office as needed.
- Maintain and update multiple spreadsheets to accurately track supply exceptions for financial records.
- Assist with other operational projects as assigned.

Qualifications

- Associate's or Bachelor's degree preferred.
- Ability to pass Pennsylvania background checks.
- Highly organized with strong attention to detail.
- Excellent communication and follow-through skills.
- Ability to manage multiple projects and meet deadlines in a seasonal environment.
- Comfortable using Google Workspace and learning new technology and online systems.
- Self-motivated and able to work independently while collaborating with a small team.
- No prior supply or inventory management experience is necessary. We are happy to train the right candidate who is eager to learn, dependable, and excited to support our mission.

Apply

Please email your resume and cover letter to the HKRS National Office at administrator@healthykidsrunningseries.org. A National Office team member will reach out with next steps, if you are selected to move forward.