

Position: Assistant to the Head Coach

Location: Dallas, TX (not remote)

Starting Salary: \$35,000 (negotiable based on experience)

Starting Date: ASAP

Job Description: Assist the Head Coach with organization and execution of day-to-day administrative tasks within Playtri Coaching. Opportunities are available within this role to learn and perform Playtri Bike Fit services and Playtri Performance Testing services, provide private lessons and group training onsite, and/or obtain a Level II Playtri Coaching Certification, and work with individual athletes as part of Playtri Coaching.

Responsibilities:

- Act as a first point of contact for Playtri Coaching, delegate communications effectively under guidance of the Head Coach
- Oversee scheduling and calendars for Head Coach and Playtri Coaching programs and services
- Oversee equipment needs and maintenance for Playtri Coaching, place requests for service or new orders as needed
- Complete promotional tasks including Facebook posts/group management/event creation, coordinating content for Playtri Coaching eblasts and web pages, communicating with the marketing team to ensure coordination across platforms
- Assist with any other administrative tasks falling under the umbrella of Playtri Coaching
- Assist with retail/other tasks in store as needed

Provided Training:

- Basic and Retul bike fit training
- Playtri proprietary blood lactate testing protocol and equipment needs/maintenance
- Advanced Sweat Testing protocol and equipment needs/maintenance
- PNOE Vo2 testing protocol and equipment needs/maintenance
- Korr CardioCoach testing protocol and equipment needs/maintenance
- Playtri Coaching Certification (if coaching individual athletes)
- Use of any relevant software including Facebook Business, Mail Chimp, Playtri web pages and ecommerce programs

Preferred Experience:

Prior professional or academic experience in fitting bicycles for athletes and/or performing performance testing (Vo2, blood lactate and/or PH Advanced Sweat Testing) is preferred, but not required. Triathlon or other endurance sport coaching experience a plus.

Qualifications:

- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook)
- Experience with Google cloud-based systems (Drive, Calendar)
- Able to be active/on feet for long periods of time as needed
- Use of fine motor skills to complete complex tasks
- Highly organized and comfortable with multitasking
- Attention to detail
- Works well under pressure
- Excellent communication skills
- Passion for triathlon and helping athletes achieve their goals

How to Apply:

Visit www.playtri.com/careers and complete the online application. Please include any previous education or work experience in the endurance sport industry when submitting your application.