



High Performance Program Coordinator

REPORTS TO

High Performance Program Manager

SUMMARY

The High-Performance Program Coordinator will coordinate USA Archery's (USAA) Regional Elite Program, as well as the High Performance and Short-Term Training Programs (hereafter, High Performance Programs) at USAA's high performance training site located in Charlotte, North Carolina.

GENERAL DUTIES

- Prepares, distributes and collects athlete and program agreements for High Performance Program participants.
- Coordinates athlete orientations for High Performance Programs and related services.
- Coordinates Regional Elite Program registration nationwide.
- Maintains and communicates the High Performance Programs training and event calendar.
- Coordinate's athlete goal setting and review meetings and other sport performance meetings.
- Works collaboratively with USAA staff to maximize High Performance Program attendance and maintains program budgets.
- Prepares and reviews facility contracts, event and athlete agreements.
- Maintains high performance program and equipment inventory and VIK, orders equipment and supplies and assists with moving field equipment as needed.
- Coordinates approved use of high speed camera and other equipment.
- Prepares and submits athlete stipend and other expense reports as needed.
- Serves as the liaison to coordinate USAA facility use and activities at the United States Performance Center (USPC) to include meals, parking and sport performance services, camps and other USAA events.
- Provides logistical assistance to staff and participants in the USAA Coach Observer Programs, High Performance Programs, camps or USAA events hosted at the USPC training center.
- Attends USAA High Performance meetings and takes meeting minutes, when applicable.

- Monitors athlete, staff, contractor and USPC staff compliance with USAA policies and procedures to include Minor Athlete Safety Plans, SafeSport Code, Minor Athlete Abuse and Prevention Policy and Background Screening Policy.
- Monitors athlete training regimens when the USAA Assistant Coach is traveling to events or is absent.
- In collaboration with athletes ensures all USAA offices and common areas used by USAA are maintained and orderly.
- Coordinates High Performance Program jersey orders and distribution.
- Communicates United States Anti-Doping Agency (USADA) and World Anti-Doping Agency (WADA) program requirements.
- Assists in the development and management of the USA Archery High-Performance and Para High Performance plan and budgets.
- In collaboration with USAA staff, submits content quarterly for the High-Performance newsletter.
- Facilitates try archery events, archery clinics and/or other outreach events, as applicable.

OTHER DUTIES

- Assists in the development of USAA forms, policies and procedures.
- Fields general email, mail and phone call inquiries
- Maintains program records and historical data.
- Provides updates for USAA website.
- Attends required USAA staff meetings.
- Other duties as assigned.

TOOLS/EQUIPMENT

- Standard Office Equipment
- Ability to push, pull or lift 50lbs.

CONDITIONS

- Office environment in Charlotte, NC **(Remote Work Location Not Offered)**
- Work schedule includes evenings and weekends.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in sport administration and 2+ years' high performance management experience preferred.
- Must be willing to obtain a USAA Level 2 Instructor certification upon hire.
- MS Office proficiency
- Database proficiency
- Excellent written and communication skills.
- Strong interpersonal skills
- Proven ability to independently manage multiple projects and priorities.
- Strong organizational and problem-solving skills; able to manage priorities and workflow with acute attention to detail.
- Commitment to excellence and high standards
- Versatility, flexibility, and a willingness to work within constantly changing priorities.

BENEFITS

- Paid Vacation
- Paid Sick Leave
- Paid Time Off
- Employer contribution toward Medical, Dental, and Vision insurance coverage
- Employer paid Basic Life Insurance and AD and D (\$100,000 coverage), 60% Short-Term and Long-Term Disability
- Health Care and Child Care Flexible Spending Account
- Health Savings Account if enrolled in certain high deductible medicals plans.
- Simple IRA participation following qualifying period (Currently employer match up to 3% salary of salary)
- Eligible to enroll in other supplemental/voluntary coverage.

COMPENSATION

\$50,000 - \$60,000. This position is exempt.

Eligible for Annual Bonus

Yes

APPLICATION PROCESS

Send Cover Letter and Resume to:

Callie Grieser, Director of Sport Development

Email: cgrieser@usarchery.org

Deadline for Resume Submission

The full-time position will remain open until filled.

We do not discriminate based on race, religion, national origin, gender, sexual orientation, age, disability or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based on job-related factors.

