



High Performance Program Manager

REPORTS TO

Director of Sport Development

SUMMARY

The High-Performance Program Manager will coordinate USA Archery's (USAA) United States Archery Team, National Elite Program, Resident Athlete Program and Short-Term Training Programs (hereafter, High Performance Programs) located at USAA's high performance training located in Chula Vista, CA.

GENERAL DUTIES

- Prepares, distributes and collects athlete and program agreements for the United States Archery Team (USAT) and High Performance Program participants.
- Manages athlete applications for High Performance Programs, to include selection for all USAA training site locations.
- Coordinates National Elite Program registration.
- Coordinates athlete orientations for High Performance Programs and related services.
- Maintains and communicates the High Performance Programs training and event calendar, and coordinate's athlete goal setting and review meetings and other sport performance meetings.
- Maintains High Performance program and equipment inventory and VIK, orders equipment and supplies and assists with moving field equipment or vehicles 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 with the Chula Vista Elite Athlete Training Center (CVEATC) and Easton Archery Center of Excellence (EACE) to include managing paid and self-funded user access requests, sport performance services, camps or other USAA events hosted at CVEATC or EACE.
- Provides logistical assistance to staff and participants in the Coach Observer Programs attending High Performance Programs, USAA camps or events hosted at the CVEATC and EACE.

- Coordinates USAA High Performance, Athlete Advisory Council, Para Athlete Advisory Council and USOPC Sport Performance meeting agendas and materials and takes meeting minutes.
- Monitors athlete, staff, contractor and CVEATC/EACE 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 National Head 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.
- Communicates sponsor programs, VIK and other supplier programs to athletes.
- Coordinates USAT and High Performance Programs jersey orders and distribution.
- Processes Senior recurve USOPC athlete stipend payments and monitors athlete registration in the USOPC Elite Athlete Health Insurance (EAHI) program.
- Communicates USA Archery Athlete Support Programs and USOPC athlete career and education program opportunities and other support programs to athletes, as applicable.
- Communicates United States Anti-Doping Agency (USADA) and World Anti-Doping Agency (WADA) program requirements and registers athletes for the Clean Athlete Program and offers training opportunities annually.
- Assists in the development and management of the USA Archery High-Performance and Para High Performance plans and budgets.
- In collaboration with USAA staff, submits content quarterly for the High Performance newsletter.

OTHER DUTIES

- Assists in the development of USA Archery forms, policies and procedures.
- Carries out supervisory responsibilities in accordance with USAA policies, procedures and applicable laws.
- Fields general email, mail and phone call inquiries
- Maintains program records and historical data.
- Provides updates for USA Archery website.
- Attends required USA Archery staff meetings.
- Other duties as assigned.

TOOLS/EQUIPMENT

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

CONDITIONS

- Office environment in Chula Vista, CA (**Remote Work Location Not Offered**)
- Work schedule includes evenings and weekends.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in sport administration and 5+ 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:

\$60,000 - \$70,000. 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.