



POSITION TITLE: International Teams Manager

REPORTS TO: Chief of Sport Performance and Operations

SUMMARY

The International Teams Manager coordinates team registration and travel logistics for funded and self-funded international events and prep-camps and serves as the Team Leader, when applicable. Events include but are not limited to World Ranking Events, World Cup, World Championships, Pan American Championships, Pan and Para Pan American Games, Olympic and Paralympic Games.

GENERAL DUTIES

- Prepares annual international event travel calendar and works collaboratively with USA Archery national event staff to coordinate non-conflicting schedules for national and U.S. Team Trials events to maximize athlete participation and to maximize USA Archery ability to earn quota slots for future events.
- Reviews USA Archery team selection procedures to identify eligible athletes and staff, then prepares and distributes pre-event athlete and staff accept/decline surveys to determine team rosters and travel preferences.
- Ensures effective communication with teams, athletes, staff and contractors are performed in a timely and effective manner including the distribution and completion of surveys, agreements, waivers, policies and procedures, contracts and other important documents required to be completed prior to travel.
- Assists in monitoring athlete, staff and contractor compliance with USAA athlete safety policies and procedures to include Minor Athlete Safety Plans, Minor Consent Forms, SafeSport Code, Minor Athlete Abuse and Prevention Policy, U.S. Center for SafeSport training and USA Archery Membership and Background Screening requirements.
- Enter U.S. registrations and travel logistics into the World Archery database “Wareos” and/or United States Olympic and Paralympic Committee (USOPC) registration portals by stated deadlines.
- Coordinates use of sport performance services at camps and/or international events.
- Conducts site visits and serves as the team leader for international events and related prep camps (domestic and international), when applicable, and manages associated logistics.
- Coordinates international event and prep-camp registration on behalf of USA Archery (i.e. airfare, hotel, ground transport, meals, facility use, etc.), insurance, visa’s, credentials and communicates with the local organizing committee before, during and after the event.
- Prepares and collects self-funded payments for athletes, personal coaches and guests.
- Coordinates with team apparel and trading pin vendors to include managing the ordering and distribution process for athletes, international team staff, personal coaches and guests.
- Prepares and requests international wires and reconciles income and expenses with accounting, to include proper account coding at time of payment.

- Conduct pre-departure team meetings and maintains open lines of communications with all participants and USA Archery staff, to include media, until the event has concluded.
- Processes international athlete travel stipend and contract payments and travel reimbursements and pays outstanding invoices, as applicable.
- Conducts athlete event feedback surveys and staff after action feedback meetings and communicates feedback to applicable staff and contractors.
- Updates athlete and staff international team assignments in the USA Archery membership services database.
- Communicates United States Anti-Doping Agency (USADA) and World Anti-Doping Agency (WADA) program requirements to international team athletes and monitors compliance.
- Assists in the development and management of the USA Archery's High Performance and Para High Performance Plans and Budgets as related to international teams and camps and strictly adheres to these approved budgets for each event, camp or as related.
- Assists in the development and implementation of athlete and staff selection procedures and monitors and records Minimum Qualifying Score requirements and international team bonus points.
- Assist with the implementation of the USAA International Team Staff development program and provides to other international team staff.

OTHER DUTIES

- Assists in the development of USA Archery forms, policies and procedures
- 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

CONDITIONS

- Office environment in Colorado Springs, CO
- Extensive Domestic and International Travel Required (8+ weeks annually)

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Minimum 3 years' experience in event logistics coordination/sport administration
- Must complete the USA Archery Level 2 Online Judge Certification Program
- MS Office and Database proficiency
- Excellent written and communication skills
- Strong interpersonal skills
- Proven ability to independently manage multiple projects and priorities to meet deadlines
- 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

COMPENSATION: \$60,000 - \$70,000. This position is exempt.

ELIGIBLE FOR ANNUAL BONUS: Yes
APPLICATION PROCESS

Send Cover Letter and Resume to:

Mary Emmons, Chief of Sport Performance and Operations

Email: memmons@usarchery.org

Deadline for Resume Submission: Friday, April 12th, 2024

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 Childcare Flexible Spending Account
- Health Savings Account if enrolled in certain high deductible medicals plans
- Simple IRA participation following qualifying period (Employer match up to 3% of employee salary)
- Eligible to enroll in other supplemental/voluntary coverage

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