



**Position Title:** Manager – Competition and National Team Programs (College)

**Department:** Competition and National Team Programs

**Responsible To:** Managing Director – Competition and National Team Programs

**Background:** USA Ultimate serves as the national governing body for the sport of ultimate in the U.S. and member of the United States Olympic & Paralympic Committee (USPOC). Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition. USA Ultimate is a membership-based 501(c)(3) nonprofit organization that consists of 61,000+ individual members (2019) and affiliated organizations across the U.S. with a goal of increasing access to and participation in the sport of ultimate with an emphasis on expanding diversity, ensuring inclusion and youth development. Learn more at [usultimate.org](http://usultimate.org).

**Position Summary:** USA Ultimate seeks a motivated, thoughtful, and organized individual to manage its College Division programs and Under-24 national team, and to assist with other competition programs and events. This role will be responsible for the continued growth and development of USA Ultimate's largest division, including expansion into new and more diverse communities of college players. Specific responsibilities include event direction and management, event registration and processing, event communication, event support, personnel and committee support, and other program-related duties and projects. This position requires working non-traditional hours including some evenings and weekends, and involves significant travel, occasionally for more than two weeks.

**Key Responsibilities:**

*Event registration, processing, and communication*

- Manage competition and administrative guidelines in collaboration with HQ competition programs staff and the Competition Working Group.
- Manage event site selection process and timeline for conference and regional events.
- Manage and assist with registration and roster processing for college regular season and series events.
- Manage event results reporting, bid allocation, and qualification procedures.
- Create and maintain digital records for college series events. Ensure that records are complete, accurate and up-to-date, including managing and assisting with related data entry.
- Manage response to player/team eligibility issues and provide staff support to the eligibility committee.
- Communicate professionally with teams, players, schools, tournament directors, volunteers and universities.
- Serve as the direct line of communication between HQ and volunteer staff.

### *Event Direction/Management/Support*

- Serve as the staff lead at college championship events.
- Work directly with local organizing committees and tournament directors to coordinate event logistics.
- Coordinate college event-related content on the event website with the website manager.
- Coordinate all competition-related aspects of championship events, including team selection/qualification, seeding, formats, scheduling, competition rules, and registration.
- Attend championship events, as directed (cannot compete in these events).
- Assist with site selection for future championship events.
- Manage development, planning, and implementation of USA Ultimate's college-specific developmental events.

### *Program Development*

- Design and implement programs to achieve strategic goals to grow and develop college ultimate and USA Ultimate's college programs and events.
- Create and implement strategies to develop a more diverse and inclusive College Division.
- Collaborate with youth and adult division program staff to devise strategies for player and team development and member retention, connecting youth players with college programs and college players with adult programs and player opportunities.
- Develop and manage College Season Training and Recruitment (STAR) program.
- Develop relationships and work with club sports departments at college and universities, to promote the sport and support ultimate players and teams through their schools.

### *International Competition*

- Serve as staff lead for USA Ultimate delegation to Under-24 World Championships. Plan and manage all travel logistics, budgeting, and on-site coordination of teams before, during, and following each event.
- Work with the coaching program and national team program staff to select high-level coaches and other support staff.
- Manage team selection process for USA Ultimate's Under-24 national teams.
- Work with event managers to select sites for and manage logistics of national team tryout and training camps.
- Support other national team activities as directed.

### *Personnel and committee support*

- Along with other managers, co-supervise a full-time competition coordinator
- Recruit, train, and evaluate volunteer staff, including leading the College Working Group, consisting of volunteer college national directors.
- Work with HQ staff to develop and implement strategies to diversify volunteers in the College Division
- Create and maintain volunteer training materials.
- Manage volunteer accounts in database, online, and in the email alias system.
- Staff support to the eligibility committee and other committees, as assigned.

### *Other program-related duties and projects*

- Assist with program-related mailings.
- Create and analyze reports and surveys.
- Attend organization and/or program-level meetings as directed.
- Collaborate on projects to advance USA Ultimate's Strategic Plan.
- Be willing to take on additional projects and tasks as needed.

### **Qualifications:**

- Organizational skills, attention to detail, and the ability to multitask, prioritize and execute competing assignments.
- Highly effective written and verbal communication skills.
- Ability to collaborate in a team setting with a diverse group of teammates.
- Passion for engaging and supporting people of diverse identities.
- Proficient with office-related software including word processing, database, and spreadsheet management.
- Ability to exercise independent judgment in completing a wide range of projects.
- Ability to travel and work non-traditional hours, including weekends and holidays. (Travel includes events and conferences.)
- Ability to work outside in varying conditions for long periods of time.
- Able to occasionally exert up to 50 pounds of force
- Ability to demonstrate USA Ultimate's core values: Respect, Integrity, Responsibility, Leadership and Teamwork.
- Bachelor's Degree or equivalent experience.



### **Preferred Experience and Expertise:**

- Knowledge of and experience with ultimate and USA Ultimate's competitive structures.
- Education or demonstrated experience in the field of sports administration and/or event management.
- Experience engaging individuals of diverse backgrounds and identities in sports or other activities.
- Demonstrated ability to work with people and provide impeccable customer service to volunteers, organizers, and athletes of all ages and experience level.
- Experience in oversight role of paid employee(s).
- Experience with recruiting and managing a team of volunteers.
- Experience creating surveys and analyzing survey data.

### **Compensation:**

- Full-time, exempt salaried position located at USA Ultimate headquarters in Colorado Springs, CO. (Starting Salary Range: \$42,000 - \$52,000 / year, based on qualifications and experience.)
- Excellent medical, dental, and vision plan.
- Eligible to participate in retirement savings program after receiving at least \$5,000 in pay stubs with new enrollment at the beginning of each calendar year.
- Limited relocation allowance for candidates not currently located in Colorado Springs.
- Attractive PTO package, including vacation and holidays.
- Partial ability to work remotely within the state of Colorado. There will be required in-office time.

**Projected Start Date:** June 1, 2021

**Application Deadline:** Preferred submission by April 11. Rolling applications thereafter - open until filled.

**Application Process:** Send a cover letter, résumé, and 3 professional references to human resources at [HR@hq.usultimate.org](mailto:HR@hq.usultimate.org) Subject: Application for Manager - College Competition. In your cover letter please describe your qualifications for this position and how you will contribute to USA Ultimate's equity, diversity, and inclusion efforts, specifically within the College Division.

**Application Timeframe:** Applications will be reviewed on a rolling basis with interviews starting in April.

*USA Ultimate provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

**USA Ultimate strives to increase its workforce diversity. Applicants of color, women, individuals with disabilities, applicants from low-income backgrounds, and LGBTQIA+ applicants are strongly encouraged to apply.**