



U S SPEEDSKATING

## Job Profile

<b>Job Title:</b>	USS Short Track National Training Program Assistant Coach
<b>Date:</b>	Sept 1 2018
<b>Area:</b>	HP Programs
<b>Department/Unit:</b>	Short Track Speedskating
<b>Job Family:</b>	Coaching and Team Support

### Nature of the Work:

The US Speedskating (USS) Short Track Assistant Coach position is a full time job that reports to the USS Short Track Program Director (STPD) or designee. Hours vary from 8-10 hours a day with heavier commitment necessary during the peak skating season. Extensive travel during the year may be required. Occasional evenings and weekends should be expected as much of the sporting environment occurs during non-office hours.

US Speedskating is the National Governing Body for the sports of Long and Short Track Speed Skating in the United States. The mission of US Speedskating's Short Track Program is to support Short Track athletes in achieving consistent world-class competitive skating excellence, to embody world class ideals, and to serve as a model for developing programs and skaters.

This position works primarily in the environment of the USS National Training Center, currently located at the Utah Olympic Oval in Kearns, Utah. The position supports athletes for the National Short Track Speed Skating Training Program (NTP), and interacts closely with other USS staff and departments in meeting the goals of the organization.

### Qualifications/Expertise Required of the Position:

- A high level of coaching skills and technical knowledge of Short Track Speedskating
- Extensive equipment knowledge of Short track
- Excellent organization and communication skills
- Accountable for working within, respecting and enforcing team rules and culture while implementing respecting and ensuring USS policies and procedures.
- Ability to work under pressure and to do many tasks effectively
- Strong working relationships with USS ST Program Director, ST Head Coach, UOO Director of Sport, and other coaches.
- Strong understanding of ISU and USS rules, regulations and requirements.
- Ability to work within ethical and budgetary guidelines

The position will ensure that the highest level of supporting expertise is provided to the USS Short Track program, and teams and groups as assigned. Additionally the position is subject to a required USS background check and is required to complete the Safe Sport required training and any subsequent training and/or requirements to keep them in good standing within USS.

This position is required to work as part of a team of coaches and administrators, ensuring excellence in program support and the optimal athlete experience. Experience as an athlete at the National Team level is an asset as is

knowledge of various sport organizations, structures, and operations; i.e., USOC, Utah Athletic Foundation, Utah Olympic Oval, Pettit National Ice Center and the International Skating Union. Secondary school training is an asset.

### **Accountabilities:**

- Participation as a key member of a Performance Enhancement Team reviewing essential physiological measures, support services and individual progress of NTP athletes.
- Assists the Head Coach in collaboration with the High Performance Team, preparing ST athletes for international success and implementing programs.
- Participates in research and technological initiatives (R&D) that provide US athletes a competitive advantage.
- Supports USS domestic events and competitions with general and specific expertise when requested
- Carries out duties at the direction of the USS STPD and the Short Track National Training Program Head Coach assisting with on ice practices including track maintenance and video support.
- Act as Team Leader at all elite International Events (World Cups and World Championships)
  - Manage team processing, accreditation, logistics
  - USADA liaison for ST
  - Close collaboration with HP Coordinator on Travel (including cash advances)
  - Attend and support USS ST at team leader meetings
  - Oversee ground transportation needs
  - Manage lodging at events
  - Provide team travel schedules, itineraries, practice sessions and meetings
- Equipment
  - Monitor and optimize ST Specific equipment and educate skaters on equipment set up and maintenance
  - Utilizes USS data base for tracking and storage of historical individual skater blade records.
  - Develops a protocol around blade preparation to educate and assist in developing skaters to have more skills to address their own skate equipment needs.
- Support other Short Track training groups (includes venue partners) during coach absences
- Maintain professional working relationships and communication with the STPD, program staff and oval partner coaches.
- Make recommendations with regard to various program efficiencies and execution when/where possible.
- Designs and contributes materials and is instrumental in the creation of the USS High Performance Plan.
- Demonstrates strong ethical leadership qualities and works to instill virtues of fair play and sportsmanship in staff and athletes.
- Respects all US Speedskating, sister federation, ISU and USOC rules and requirements both professionally and as an ambassador of the sport.
- Implement policy and procedures effectively to assist leadership in the Short Track Programs area.
- Responsibility for any reasonable additional duties and tasks assigned by the supervisor.
- Ensures US athletes achieve the highest possible level of success through medal winning performances at International Events, specifically the Short Track World Championships and Olympic Games.

### **Budget and Financial Responsibilities**

- Demonstrates responsibility for budget and applicable rules/restrictions of their respective program area.
- Helps plan item specific budgets for the needs of the program with the STPD (or designee)
- Demonstrates and respects USS budgetary policies and procedures.
- Produces timely and accurate item specific expense, budget, and status reports as required.
- Works within budgetary guidelines, is proactive, and works collaboratively in being a part of USS and achieving the greater goals of the organization.

**Expectations:**

- Maintain professional & positive working relationships and communication with athletes, USS staff and oval partner coaches.
- Maintain good daily communication with athletes and supervisors
- Carries out duties as outlined
- Ultimate team player
- Ensures US athletes achieve the highest possible level of success
- Work with the ST High Performance Team in building a sustainable HP model utilizing venues/partners programs to create a successful pipeline athletes
- Help out whenever and wherever needed

Qualified candidates should send a resume and cover letter describing how your accomplishments qualify you for this position. **Send via email no later than Monday Sept 24, 2018 to LinLin Sun, US Speedskating Short Track Program Director: [lsun@usspeedskating.org](mailto:lsun@usspeedskating.org)**