Position Title: Coordinator – Event Sanctioning

Responsible to: Director – Member Services and Community Development

Background: USA Ultimate (USAU) serves as the national governing body for the sport of ultimate in the U.S. and is a 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 usaultimate.org.

Position Summary: USA Ultimate seeks a self-motivated, detail-oriented individual to administer its event sanctioning program. This role is responsible for working with local ultimate organizers to ensure event safety standards are met, roster participants in USA Ultimate’s event management system and maintain detailed records of fees, forms and other event-related requirements. Ultimate experience is preferred but is not a prerequisite.

Key Responsibilities:

- Coordinate USA Ultimate’s event sanctioning program which includes tournament sanctioning, league sanctioning, and development insurance.
- Advise event organizers on management and operation of USAU sanctioned events.
- Receive, process and track incoming materials from event organizers, including rosters, waivers, fees, forms and game scores.
- Communicate regularly with event organizers to ensure safe, high-quality events, serving as a primary contact for hundreds of event organizers around the country.
- Provide excellent customer service to event organizers and participants, while ensuring USA Ultimate high event standards are met.
- Review, evaluate and make recommendations for program and guideline improvements.
- Work with the competition department on regular-season event guidelines and operations.
- Communicate and uphold deadlines, policies and timelines.
- Maintain detailed records and documentation for sanctioned events and related programs. Promote the organization and highlight the benefits of membership.
- Field and respond to inquiries regarding USA Ultimate programs and services by email and/or phone.
- Complete other duties as assigned by the Director of Member Services and Community Development.

Qualifications:

- Ability to handle repetitive tasks, projects and priorities in a professional manner
- Excellent organizational skills, attention to detail and the ability to multitask, prioritize and execute competing assignments.
- Excellent written and oral communication skills, including but not limited to, timely communication via email and phone.
- Skills in office-related software including word processing, databases and spreadsheet management.
• Demonstrated ability to provide impeccable customer service.
• Proactive and flexible while also able to be firm while remaining friendly.
• Ability to demonstrate USA Ultimate’s core values: Respect, Integrity, Responsibility, Leadership and Teamwork.

Preferred Experience and Expertise:

• Education or experience in the field of sports administration and/or event management.
• Experience with the sport of ultimate.

Compensation:

• Part-time, non-exempt position based out of USA Ultimate headquarters in Colorado Springs, CO. This is a Colorado position, and living in the state is required.
• This position has the ability to work remotely within the state of Colorado and may work non-traditional hours, if preferred.
• $18/hour, 25 hours per week, with the possibility of additional hours during high-volume periods.
• 40 hours of paid vacation time.
• Six (6) sick days per year.

Projected Start Date: March 1, 2021

Application Deadline: Preferred submission by February 15. Rolling applications thereafter – open until filled.

Application Process: Send a cover letter and résumé to human resources at HR@hq.usaultimate.org with the subject line “Application for Coordinator – Event Sanctioning.”

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

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.