



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

**Department:** Youth Programs

**Responsible To:** Director – Youth 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 54,000+ individual members (2023) 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](https://usaultimate.org).

**Position Summary:** USA Ultimate seeks a motivated, thoughtful, and organized individual to manage its youth competition programs and Under-20 national team. You will be responsible for the continued growth and development of USA Ultimate's youth competition structures, including expansion into new and more diverse communities. Responsibilities involve event direction and management, communication and support of players, parents, coaches, teams, and organizers. You will get to collaborate with staff, volunteers and committee members to create programs and youth playing opportunities.

In this position you will also oversee and manage the Under-20 national team which will be under the supervision and direction of the Managing Director - Competition and National Teams.

This position requires working non-traditional hours including some evenings and weekends, and involves significant travel, occasionally for more than two weeks.

**Key Responsibilities:**

*Events and competition*

- Develop, manage and enforce youth competition guidelines.
- Build and strengthen trusting relationships through competition events.
- Communicate professionally, concisely and kindly with all involved.
- Coordinate and lead all competition-related aspects of youth championship events.
- Management of youth events; pre, post and during; including, but not limited to, site selection, registration, eligibility, schedule, and documentation.
- Work with community volunteers and organizers to grow USA Ultimate events and support these events to ensure positive experiences for participants and ensure that all requirements are met.
- Develop efficiencies to reduce management workload.
- Recruit, train, manage, support and evaluate volunteer staff, including leading the Youth Competition Working Group.

*Program Development*

- Increase youth participation and growth, both within USAU (memberships) and outside of USAU.
- Collaborate with local organizers to facilitate accessible and meaningful playing opportunities for youth players and teams at all levels of competition.
- Develop a clear and intentional pipeline of playing opportunities that lead from lowest to the highest levels of competition.
- In coordination with staff at USAU, create and implement strategies to develop a more diverse and inclusive youth division.



### *International Competition*

- Serve as staff lead for USA Ultimate delegation to World Junior Ultimate Championships. Plan and manage all travel logistics, budgeting, and on-site coordination of teams before, during, and following each event.
- Work with the other HQ staff to select coaches and support staff.
- Manage team selection process for USA Ultimate's Under-20 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.

### **Qualifications:**

- Ability to organize, prioritize and execute competing assignments.
- Highly effective and professional 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.
- Demonstrated ability to work with people and provide impeccable customer service.
- Proficient with software including Microsoft Office, Google Drive, surveys and databases.
- Ability to travel and work non-traditional hours, including weekends and holidays.
- 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: Leadership, Equity Integrity, Responsibility, Joy.

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

- Knowledge of and experience with ultimate and USA Ultimate.
- Education or demonstrated experience in the field of sports administration and/or event management.
- Experience with recruiting and managing a team of volunteers.
- Bachelor's Degree or equivalent experience.

### **Compensation:**

- Full-time, exempt salaried position located at USA Ultimate headquarters in Colorado Springs, CO. Starting Salary Range: \$55,000- \$60,000/year, based on qualifications and experience.
- Excellent medical, dental, and vision plan.
- Eligible to participate in a 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, holiday and sick time.
- Partial ability to work remotely within the state of Colorado. There will be required in-office time.

Projected Start Date: April 1, 2024

**Application Process:** Send a cover letter, résumé and 3 professional references to human resources at [HR@hq.usultimate.org](mailto:HR@hq.usultimate.org) with the subject line "Application for Manager-Youth Competition." Review of applications will begin immediately upon receipt of all below application materials, with interviews scheduled as promising candidates are identified.

*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.*