USA Ultimate Mixed National Director

Job Description:

The National Mixed Director (NXD) is a key volunteer for the Club Division in USA Ultimate (USAU). The NXD leads the Mixed Division of the USAU Triple Crown Tour (TCT), reporting directly to the Club Competition Manager. The NXD is responsible for assisting the competition manager with all competition issues related to the Mixed Division, including communication with teams at all levels about TCT events, handling or supporting seeding and formatting discussions, and resolving issues which may arise. The NXD leads a volunteer staff of 32 responsible for executing Sectionals, Regionals, communicating with teams, tournament directors, and other division representatives.

The NXD is also a part of the Club Working Group. This team is responsible for strategic and tactical changes to the Club Series, such as implementation of the Mixed Gender Rules, tournament schedules and roster limits.

While there are periods of greater activity, this is a year round position which requires attentiveness to multiple channels. A successful NXD will have strong communication, administration, teaming and leadership skills.

The NXD serves a two-year term starting in November and can be appointed to consecutive terms. This position comes with a free USAU membership and a stipend of $1,500.

Responsibilities:

- Communication
    - Be main point of contact for all Mixed teams, communicating important dates and deadlines consistently throughout the year
    - Communicate expectations, important dates, and deadlines to coordinators
    - Respond to emails from players, teams, coordinators, HQ, etc. in a timely manner
- Staffing
    - Actively recruit Regional Coordinators (RC)
    - Assist RCs in recruiting Sectional Coordinators
    - Help train coordinators and be available to answer questions throughout the season
- Administration
    - Manage all Mixed TCT Flights (Pro, Elite, Select, Classic)
    - Manage mTCT team invitation process
    - Seeding for all Major TCT events
    - Review and approve Mixed Regional Seeding and Schedules for all 8 Regions
    - As needed - assist with and approve Mixed Sectional Seeding and Schedules
- Strategic Planning
    - Attend and participate in the annual Competition Working Group meeting in December **(2026 will be in person in Denver on 12/5-12/6 - the NXD should plan on attending this meeting if at all possible**)
    - Participate in the Club Working Group
    - Lead discussions on improving the Mixed Division
    - Contribute to discussions on improving the TCT
    - Assist with updating TCT Guidelines

Requirements:

- Excellent communication skills
- Strong administrative and organizational skills
- Knowledge of the USAU Mixed Club Division
- Regular use of email and Slack (at least 5 times per week)
- Delegate well
- Enthusiasm for Ultimate and specifically Mixed Ultimate

Benefits:

- Opportunity to contribute to the development of Ultimate and the quality of USA Ultimate seasons
- Opportunity to work with other passionate and dedicated ultimate players to truly make a positive difference for the sport and USAU
- $1500/year stipend
- Support and guidance from USAU Headquarters
- Travel reimbursed for required events (Club Nationals, Club Working Group Meeting) when not participating as a player or coach
- Annual USAU Membership

Calendar of Responsibilities:

- January – February
    - Recruit Regional Coordinators
    - Work on Guidelines with Club Competition Manager
- March – May
    - Ensure that RCs are recruiting Sectional Coordinators
    - Ensure that Coordinators are locking down sites for Sectionals and Regionals
    - Initiate contact with TCT teams with earned flights
    - Confirm flights status and event commitments from those teams
- June – August
    - Assist with seeding for Major TCT (mTCT) events
    - Maintain communication with teams
    - Maintain communication with coordinators, ensuring they are aware of important dates and deadlines, and are communicating with teams in their area
    - As needed, Work with Club Competition Manager and other National Directors on deciding and implementing sanctions
- September – October
    - Assist with and approve Mixed Regional Seeding and Schedules
    - As needed, assist with and approve Mixed Sectional Seeding and Schedules
    - Seeding for Nationals
    - As needed, Work with Club Competition Manager and other National Directors on deciding and implementing sanctions
- November – December
    - Season wrap up
    - **Competition Working Group Meeting (scheduled for December 5-6, 2026)**

To Apply:

Send a letter addressing the following 4 items to the Manager of Competition and National Team Programs, Marc Zigterman (marc@hq.usaultimate.org) by Wednesday, October 21, 2026.

1) **Objective**: Explain why you are interested in this position.
2) **Qualifications**: Describe why you are qualified for the position. A copy of your resume may be attached.
3) **Ultimate experience**: Briefly describe your involvement in ultimate. As a player? As an organizer?
4) **Other considerations**: Provide any other information that you feel should be considered.

Be prepared to provide references if requested

Your application should be no longer than 2 typed, single-spaced pages, before attachments.