October 2026

Position Title: Manager, Club Competition

Department: Competition and National Team Programs

Responsible To: Managing Director, Competition and National Team Programs

About USA Ultimate: 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. Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition. USA Ultimate staff demonstrates the core values of the organization: Leadership, Equity, Integrity, Responsibility and Joy. USA Ultimate's goal is to increase access to and participation in the sport of ultimate with an emphasis on expanding diversity, ensuring inclusion and youth development.

Position Summary: This role will be responsible for the continued operation, growth, and development of USA Ultimate's Club Division, the organization's longest running competitive program, including the Triple Crown Tour (TCT). This includes managing the competitive event season across three divisions (Women's, Mixed, Men's), including major TCT events for the top players and teams in the sport, facilitating the retention of youth and college members transitioning to club play, serving a wide spectrum of teams across skill level and geography, and expanding into new and more diverse communities of players. This position requires working non-traditional hours including some evenings and weekends, and involves significant travel, occasionally for 1-2 weeks.

Key Responsibilities:

Program Management

- Coordinate all competition-related aspects of the club season, including major TCT events.
- Manage team selection and qualification for events, seeding, formats, scheduling, competition rules, registration, and the weekly publication of season rankings.
- Collaborate with competition staff and the Club Working Group to create and enforce competition and administrative guidelines and qualifying procedures.
- Oversee event bid selection process and work with USAU volunteers and local organizers across the country to make decisions on timelines and site selections.
- Create and maintain accurate and organized digital records for club series events.
- Resolve program issues with professional communication, fairness, consistency, and empathy.
- Serve as the staff competition lead on site at USAU club championships and select TCT events.
- Promote club events via USAU channels in collaboration with the communications department.
- Assist with site selection for future club championship and TCT events.
- Recruit, train, manage, and evaluate a network of 75-100 volunteer staff, including sectional and regional event coordinators and national-level committee members.
- Create and maintain volunteer training materials.
- Manage elections for Player Representatives to the Club Working Group.

Program Development

- Design and implement programs to grow and develop the USAU Club Division.
- Collaborate with competition staff to devise strategies for player and team development and member retention across age divisions and skill levels.
- Manage the Women's Growth Grant to help grow the Club Women's Division.
- Create and implement strategies to develop a more diverse and inclusive Club Division.

- Develop relationships and work with local disc organizations to promote the sport and support ultimate players and teams through the USAU Club Division and related programs and events.
- Create and maintain program documentation, including instructional manuals and web content.
- Evaluate program effectiveness to make regular program adjustments and improvements.

Other Program Support

- Assist the National Team Manager with operations related to adult national teams, including coach selection, tryout management, and travel to world championships as needed.
- Assist the National Team Manager with qualification criteria and communication with club teams, related to international club adult grass competitions.
- Attend championship events for other divisions, as directed (cannot compete in these events).
- Attend the annual Competition Working Group meeting.
- Collaborate on projects to advance USA Ultimate mission and strategic plan.

Qualifications:

- Knowledge of and experience with ultimate and USA Ultimate's competitive structures.
- Professional and detailed communicator with solid organizational skills and the ability to prioritize and execute competing assignments.
- Ability to collaborate in a team setting with a diverse group of teammates.
- Passion for engaging and supporting people of diverse identities, backgrounds and experiences.
- Proficient with office-related software including email, video calls, scheduling, Microsoft Suite, databases, Google Drive, survey tools, and spreadsheets.
- Proven ability to lead and exercise independent judgment in complex environments under stressful conditions.
- Ability to travel and work at events with non-traditional hours, including weekends and holidays.
- Bachelor's Degree or equivalent experience.

Preferred Experience and Expertise:

- Education or demonstrated experience in sports administration and/or event management.
- Demonstrated ability to work with and provide impeccable customer service to volunteers, organizers, and athletes of all ages and experience level.
- Experience with recruiting, managing, and evaluating volunteers.

Logistics & Compensation:

- Must reside in or relocate to Colorado and be able to attend weekly in-person days at USAU headquarters in Colorado Springs, CO.
- Limited relocation allowance.
- Hybrid work schedule with required in-office time.
- Full-time, exempt salaried position with a starting salary range of $58,000 - 62,000 per year, based on qualifications and experience.
- Excellent medical, dental, and vision plan currently with premiums paid 100% by USA Ultimate as well as deductible assistance.
- Eligible to participate in retirement savings program during the specific end-of-year enrollment period and after earning $5,000 in pay. USA Ultimate matches up to 3% of annual salary for those who make voluntary contributions.
- 3 weeks of PTO, 12 paid holidays, 6 sick days per year, plus 2 weeks off at the end of the year. An additional week of PTO after 5 years.

Application Deadline: Wednesday, November 18, 2026

Projected Start Date: January 2027

Application Process: Send a cover letter, résumé, and 3 professional references (name, phone and email) to human resources at HR@hq.usaultimate.org. Subject: Club Manager - Application

In a 1-2 page cover letter, please address the following questions:

1) Describe why you want this position and how your experiences best align with the role.
2) Describe briefly your vision for how USA Ultimate, as the national governing body, should lead the growth and development of club (competitive adult) ultimate.
3) This position should be filled by someone who enjoys helping people, as they'll be responsible for communicating effectively with coaches, players, and organizers. Does this sound like a good fit for you? Describe some of the various challenges you might face when communicating with these people. How would you handle the following specific challenges:
    a) a disorganized captain/coach who didn't register properly for an event, including missing the deadline;
    b) a well-meaning volunteer event coordinator who consistently does a poor job?

Application Timeframe: Applications will be reviewed after the deadline with interviews starting in December.

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.