



Position Title: Manager of Youth and Education Programs

Department: Member Services & Community Development

Background: USA Ultimate serves as the national governing body for the sport of ultimate in the U.S. Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition. See our current strategic plan at usultimate.org/pulltogether/. Learn more at usultimate.org.

Position Summary:

USA Ultimate seeks a motivated, thoughtful, energetic and organized individual to increase youth access and participation in ultimate, with an emphasis on diversification and inclusion of ultimate. This role is part of a team of USA Ultimate staff who are focused on growing youth ultimate, including expansion into communities currently under represented. Through the design and implementation of innovative strategies and the provision of key educational programs, this position, working with state and local partners, will help expand opportunities for high-school, middle-school and elementary-school aged players to experience the sport. A priority will be to engage youth of color and low-income youth. The right teammate will be dynamic and resourceful in working with a variety of groups within the ultimate community, including, coaches, parents, administrators, teachers, officials and athletes, and have experience working with individuals of diverse backgrounds and identities.

Key Responsibilities:

Youth Development

- Develop, promote and manage a wide variety of programs, in collaboration with other staff, designed to expose youth in elementary through high school age groups to ultimate and inspire them to play regularly in organized programs and events.
 - Assist youth and community development staff with regular conference calls, or other appropriate communication medium, for State-Based Organization (SBO) and Affiliate partners on the topic of advancing youth ultimate in local, state and national contexts, with an emphasis on engaging youth of color and low-income youth.
 - Work with SBO and Affiliate organizations to pilot new programs.
 - Serve as a staff liaison to the Youth Club Task Force.
- Design, promote and manage youth-oriented programs with an emphasis on age-appropriate development.
- Highlight youth programs for rapid, sustainable growth through training of key support personnel and the development of accessible, age-appropriate playing opportunities.
- Develop and recommend youth-appropriate programmatic, safety and risk management policies and procedures, including the relationship with the National Center for Safety Initiatives (NCSI), USA Ultimate's background screening provider, and the U.S. Center for SafeSport.

Education

- Develop, manage and promote a wide variety of educational programs, materials and delivery mechanisms for athletes, coaches, officials, teachers, parents and other key personnel roles in providing or supporting playing opportunities at all levels.
 - Coaching Development Program, including coaching certifications, continuing education and annual coaching symposium
 - Safe Sport online training for abuse prevention
 - Equity, Diversity and Inclusion education
 - Ultimate Long-Term Athlete (ULTRA) Development plan



- Build education materials to assist coaches seeking to expand from single teams by establishing ongoing youth club programs.
- Develop, promote and manage the recruitment, training and retention of constituent groups to provide or support playing opportunities at all levels, including working with national partners and youth-serving organizations like the YWCA, YMCA, Boys and Girls Clubs, Girl/Boy Scouts, Police Athletic Leagues, et al.
- Provide consistency and integration of core concepts across training and development programs for athletes, coaches, officials and organizers by managing and developing educational materials.
 - Spirit of the Game materials
 - Ultimate 101 Videos
 - Basic Skills and Drills manual
 - Coaching Development training materials
- Serve as a staff liaison to:
 - Spirit of the Game sub-committee of the Spirit, Officiating And Rules (SOAR) Committee with an emphasis on maintaining strong connections with coaching development
 - Various coaching-focused committees, working groups and task forces

Qualifications:

- Demonstrated experience in the field(s) of education, sports administration and/or coaching and athlete development
- Passion and energy to promote and engage people of diverse backgrounds and identities
- Excellent written and verbal communication skills
- Demonstrated ability to prioritize and execute competing assignments
- Ability to exercise independent judgment in completing a wide range of projects
- Ability to collaborate in a team setting
- Proficient with office-related software including word processing, database and spreadsheet management
- Able to occasionally exert up to 50 pounds of force
- Able to work outside in varying conditions for long periods of time
- Bachelor's degree (or equivalent experience)

Preferred Experiences and Expertise:

- Experience in oversight role of paid employee(s)
- Recruitment and management of volunteers
- Demonstrated experience with youth sport organization and/or management, preferably as a coach or with oversight of coaches
- Basic HTML, email marketing and online testing experience
- Direct experience with ultimate

Compensation:

- Permanent, full-time, exempt salaried position
- Salary commensurate with experience and qualifications
- Medical, dental and vision plan
- Eligible for participation in retirement savings program after receiving at least \$5,000 in pay stubs with new enrollments open only at the first of each calendar year.
- Limited relocation allowance for candidates not already located in Colorado Springs, CO



- Hours will be somewhat non-traditional and will require significant travel and weekend work throughout the year.

Application Timeframe: Please submit applications by July 15, 2019.

Application Process: Please send a résumé, cover letter and two letters of recommendation supporting your suitability for this position specifically. In your cover letter, please share your personal and professional experience working with communities of color and low-income communities and women. Applications should be sent to the email below with the indicated subject line:

To: hr@usultimate.org

Subject: Application for Manager of Youth and Education Programs

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 encouraged to apply.