Job Description

Coordinator, USA Wrestling Elite Accelerator Program

Summary
Serve as primary liaison to USAW Elite Athlete Accelerator Program residents with specific attention to athlete safety, education requirements, community engagement programs, athlete training and competition plans.

Duties & Responsibilities
1. Serve in an on-call role for any dorm-related incidents related to USAW Elite Athlete Accelerator Program residents. Work closely with OTC Associate Director and/or Director, Sports Medicine, Facility Management, and USOC Security departments in cases of dorm-related emergencies to mitigate and resolve any personal, medical, or facility emergency. Coordinate any immediate needs as well as follow-up to facilitate after action reports and projects to the final resolution of the emergency.

2. Conduct regularly scheduled dorm checks for USAW Elite Athlete Accelerator Program resident rooms monthly, at least. Track condition of rooms, take photos, communicate any small infractions to athletes via email, and share any major infractions with OTC Associate Director for further action.

3. Implement and coordinate community and social engagement programs.

4. Act as the main conduit for communication to USAW Elite Athlete Accelerator Program resident athletes regarding all things related to the OTC, including but not limited to contractors accessing the their dorm rooms, major projects on complex, and volunteer opportunities.

5. Attend bi-monthly CSOTC staff meetings & weekly USAW National Teams staff meetings.

6. Monitor and support USAW Elite Athlete Accelerator Program resident athletes training plans.

7. Ensure completion and monitor all aspects of safe sport protocols for all USAW Elite Athlete Accelerator Program resident athletes.

8. Live in a provided suite at the OTC campus.

9. Provide transportation to and from school as needed for USAW Elite Athlete Accelerator Program resident athletes.

10. Additional duties as assigned.

Experience:
- Professional experience in a sports organization.
- Work lead experience.
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Skills:
- Excellent written and oral communication skills.
- Experience working with athletes, coaches or volunteers.
- Ability to prioritize work projects when dealing with a number of different athletes at one time.
- Strong interpersonal relations skills, sound judgment, professional demeanor and patience.
- Computer skills required; word processing, Microsoft Windows, database management and electronic mail.

Tools, Equipment, & Conditions:
- Standard office equipment
- Online environment
- Office environment on multi-building site & OTC residences
- Non-traditional working hours
- On-site housing & meals provided
- Minimum one year commitment from date of employment

Minimum Education:
- Bachelor’s degree

Other:
- Ability and willingness to travel domestically and internationally
- Ability to multi-task and meet strict deadlines
- Pass a background check
- Abide by the USA Wrestling and the USOC Code of Conduct and Code of Ethics

Compensation:
- Commensurate with experience

Work Location:
- Colorado Springs, Colorado – Olympic Training Center

Application Procedure:
- Please submit your resume and cover letter. Applications will be accepted until the position is filled. A current resume, and a cover letter explaining candidate qualifications should be sent to: Cody Bickley cbickley@usawrestling.org
- Due to the anticipated number of high quality applicants, only shortlisted applicants will receive an interview.
- Deadline for submission: May 12, 2017

USA Wrestling does not discriminate on the basis of race, religion, national origin, gender, age, handicap, or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based upon job related factors.