



Position Title: Manager – National Team Program

Department: Competition and National Team Programs

Responsible To: Managing Director – Competition and National Team Programs

About USA Ultimate: USA Ultimate 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 (USPOC) and the World Flying Disc Federation (WFDF). Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition. The USA Ultimate staff demonstrates the core values of the organization which are Leadership, Equity, Integrity, Responsibility and Joy. USA Ultimate is a membership-based 501(c)(3) nonprofit organization 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.

Position Summary: This role will be responsible for the continued growth and development of USA Ultimate's National Team Program, in alignment with the program's guiding principle of *excellence, respect, unity, and opportunity*. This role oversees Under-20, Under-24, adult and masters grass and beach, and World Games national teams participating in WFDF world and continental championship events.

Key Responsibilities:

Team Management and Event Logistics

- Serve as staff lead for national team delegations attending world championship events.
- Guide each delegation through team formation, training, and competition, in alignment with each world championship-specific calendar cycle.
 - Team Formation - Manage the coach, player, and medical staff selection process.
 - Team Training - In conjunction with coaches and other staff, plan delegation and team-specific training opportunities.
 - World Championship Competition - Plan travel and logistics for US teams attending world championship events.
 - Represent USA Ultimate while leading team delegations on their trips to world championships events.
- Serve as staff liaison between WFDF and US teams attending international club competitions.
- Work with HQ staff to develop and implement strategies to diversify participation in the national team program.
- Select sites for and manage logistics of national team tryout and training camps.
- Navigate delegation-specific challenges on site at events including but not limited to athlete age, international travel, venue logistics, and food/language/cultural differences.

Program Development

- Manage existing structures for player and coach evaluation and development, and create new opportunities to improve impact and performance.
- Manage and expand talent ID camp program, working with local host organizations and national team coaches.
- Collaborate with other USA Ultimate staff to manage program finances, media presence, and sponsorship fulfillment.
- Work with external partners and other program supporters including WFDF and event hosts, parents, and sponsors.
- Create and maintain program documentation including instructional manuals, website content, and other informational materials.
- Evaluate program effectiveness and participant performances to make regular program adjustments and improvements.

Qualifications:

- 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 internationally and work non-traditional hours, including some weekends and holidays and up to two weeks at a time.
- Ability to work outside in varying conditions for long periods of time.
- Able to occasionally exert up to 50 pounds of force
- Bachelor's Degree or equivalent experience.

Preferred Experience and Expertise:

- Knowledge of and experience with ultimate and USA Ultimate's national team program.
- Education or demonstrated experience in the field of sports administration and/or event management.
- Experience with domestic and international travel.
- Experience with international sporting events.
- Demonstrated ability to work with elite coaches and athletes.
- Experience with recruiting, managing, and evaluating volunteers.



Compensation:

- Full-time, exempt salaried position located at USA Ultimate headquarters in Colorado Springs, CO.
- Starting Salary Range: \$57,000 - 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.
- Limited relocation allowance.
- Attractive PTO package, including sick time and holidays.
- Hybrid work schedule with required in-office time.

Projected Start Date: November 3, 2025

Application Deadline: Sunday, September 14

Application Process: Send a cover letter, résumé, and 3 professional references to human resources at HR@hq.usultimate.org Subject: Application for Manager - National Teams.

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 how the national team program fits into USA Ultimate's mission and its current strategic plan.
- 3) Briefly describe a few ways in which you envision the national team program demonstrating its core principles of excellence, respect, unity, and opportunity.

Application Timeframe: Applications will be reviewed on a rolling basis starting September 15, with interviews starting the first week of October.

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.