



**Position Title:** Director of Education

### **Position Summary**

The Director of Education leads the strategic design, delivery, and continuous improvement of USA Archery's educational programs for coaches and other key stakeholders across the archery community. The Director ensures all educational offerings align with national best practices and industry standards, including the Quality Coaching Framework, the American Development Model, and current research in athlete-centered coaching, positive youth development, and adult learning. Reporting to the Director of Sport Development this role works collaboratively across departments to ensure USA Archery's education ecosystem advances athlete safety, ethical sport participation, coach effectiveness, organizational excellence, and long-term athlete development.

### **Essential Duties and Responsibilities:**

#### ***Strategic Leadership and Program Management***

- Develop and implement a comprehensive education strategy aligned with USA Archery's strategic plan and long-term athlete development objectives.
- Oversee certification pathways, recertification requirements, and continuing education opportunities for instructors, coaches and officials.
- Lead the development of sport-specific and sport-agnostic educational content for instructors, coaches, officials, athletes, and clubs to support competency development for the entire USA Archery ecosystem.
- Ensure educational standards reflect best practices in alignment with SHAPE Standards, the United States Center for Coaching Excellence and the U.S. Olympic and Paralympic Committee.
- Monitor trends and research in coaching science, pedagogy, athlete development, youth sport, sport safety and mental health.
- Establish measurable goals and key performance indicators for participation, learning outcomes, and program impact.
- Identify, research, and pursue grant opportunities from foundations, corporations, government agencies, and sport-related organizations to support coach education and broader educational initiatives.

#### ***Curriculum Development and Quality Assurance***

- Direct the design, review, and revision of curricula, assessments, facilitator guides, and educational resources.
- Supervise the Instructional Designer and provide guidance on instructional design, competency-based education, and adult learning methodologies.
- Manage content within the USA Archery Education Hub and other learning management systems.
- Oversee quality assurance processes, including participant feedback, learning analytics, and competency assessments.



Where Olympic & Paralympic Journeys Begin

210 USA Cycling Point Ste. 130  
Colorado Springs, CO 80919 USA  
T: 719 866 4576  
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[www.usarchery.org](http://www.usarchery.org)



- Serve as a lead facilitator for certification courses, instructor trainings, webinars, and educational conferences.
- Develop facilitator standards and delivery protocols to ensure consistency and instructional excellence.
- Model exceptional presentation, facilitation, and learner engagement skills in both virtual and in-person environments.

#### ***Stakeholder Collaboration***

- Collaborate with staff, internal stakeholders, and external subject matter experts to ensure content accuracy and relevance.
- Maintain relationships with the United States Center for Coaching Excellence, United States Olympic & Paralympic Committee, and other educational partners.
- Represent USA Archery at conferences, workshops, and national meetings related to athlete development, coach and sport education.

#### ***Compliance and Administration***

- Develop and manage annual budgets for education programs and measure performance against annual goals.
- Ensure compliance with accreditation standards, organizational policies, and applicable regulations.
- Prepare reports and presentations on program outcomes and strategic recommendations.
- Oversee contracts and relationships with consultants, vendors, and subject matter experts.
- Monitors grant compliance and completes grant reporting requirements.

#### **Required Experience:**

- Bachelor's degree in Education, Sport Management, Kinesiology, Exercise Science, or a related field.
- Minimum of 7 years of progressive experience in coach education, curriculum development, instructional design, or sport education leadership.
- Minimum of 2 years of supervisory experience.
- Demonstrated knowledge of: Quality Coaching Framework, United States Center for Coaching Excellence standards and resources, American Development Model, Long-Term Athlete Development principles and adult learning theory and competency-based education
- Exceptional facilitation and public speaking skills.
- Experience developing education courses/assessment for multiple stakeholder audiences.
- Experience managing learning management systems and online education platforms.
- Strong project management, organizational, and analytical skills.





### **Preferred Qualifications:**

- Master's degree in education, Sport Pedagogy, Coaching, Sport Psychology, or a related field.
- Certification as a coach developer or advanced coaching credential.
- Experience with national governing bodies or sport organizations.
- Familiarity with archery instruction and/or sport certification pathways.
- Experience conducting program evaluation and educational research.

### **Core Competencies:**

- Strategic Leadership
- Curriculum and Instructional Design
- SCORM File Development
- Learning Management Systems Administration
- Adult Learning and Facilitation
- Coach and Sport Education Expertise
- Team Leadership
- Project and Budget Management
- Communication and Relationship Building
- Data-Driven Decision Making

### **Physical Requirements:**

- Ability to sit and work at a computer for extended periods.
- Ability to facilitate training sessions for several hours.
- Ability to travel domestically, including weekends, approximately 10% of the time.
- Ability to lift and transport educational materials up to 30 pounds.

### **Benefits:**

- Paid Vacation, Sick Leave and Paid Time Off
- Employer contribution toward Medical, Dental, and Vision insurance coverage
- Employer paid Basic Life Insurance and AD and D, 60% Short-Term and Long-Term Disability (Employee paid supplemental/voluntary coverage optional)
- Health Care and Child Care Flexible Spending Account
- Health Savings Account if enrolled in certain high deductible medicals plans
- Simple IRA (Employer match up to 3% of salary)

### **Compensation:**

- **Work Location:** Colorado Springs, CO
- **Compensation:** \$90,000 to \$100,000 - This position is exempt.
- **Bonus Opportunity:** Eligible for annual bonus at discretion of employer

**To apply please send resume and cover letter to:**

**3**

**Email:** [careers@usarchery.org](mailto:careers@usarchery.org)

**Deadline:** June 19<sup>th</sup>, 2026 – 5:00PM MT



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