



Job Announcement – Assistant, Human Resources

About USA Volleyball

Would you like to work in the Olympic & Paralympic movement with one of the most successful organizations serving one of the fastest growing and exciting sports in the world? USA Volleyball (USAV) is the national governing body for beach, indoor, sitting, snow, and para-beach volleyball in the United States with over 400,000 members, responsible for selecting the Olympic & Paralympic volleyball teams. USA Volleyball also supports a network of regional associations, youth and junior programs, national championships, coaching and officials training, grassroots development, and the SafeSport initiative. Visit www.usavolleyball.org for more.

USAV is an equal opportunity employer committed to increasing the diversity of its community. We do not discriminate on the basis of race, color, national origin, gender, age, religion, gender identity or expression, disability, or sexual orientation in our programs and activities or our employment practices. To learn more about USAV's diversity, equity and inclusion efforts, please visit our DEI page at: <https://usavolleyball.org/dei/>.

Job Description

The Assistant, Human Resources (HR) is a regular full-time position reporting to the Manager, Human Resources. This role is responsible for providing versatile administrative support to the HR department. This includes diverse functions, to include assisting multiple team members and cross-function departments as needed to ensure effective operations. Extended hours may be required to include nights, weekends, and holidays. The position is located in Colorado Springs.

Summary of Duties and Responsibilities include but are not necessarily limited to:

Administrative Support

- Maintain employee personnel and benefit records in the company HRIS.
- Process and file HR-related hard copy documents and digital files.
- Schedule meetings and assist with the preparation of materials.
- Prepare and distribute HR communications to perspective recipients, internally and externally.
- Assist with benefits administration and open enrollment periods.
- Help process employment-related changes and updates (Personnel Change Forms).
- Coordinate with new staff and update employee directory.
- Assist with completion of bi-monthly payroll processing, as needed.

Recruitment and Onboarding

- Assist in revising job descriptions, posting job openings, and reviewing applications.
- Schedule initial and panel interviews.
- Coordinate pre-employment screenings and background checks.
- Coordinate with IT and cross-functional departments for equipment preparation.
- Help prepare and process new hire paperwork in HRIS and complete and file I-9 documentation.
- Schedule new hire orientation department meetings and prepare orientation materials and agendas.

Employee Relations

- Respond to basic HR inquiries from employees and escalate in-depth inquiries to other HR team members as needed.
- Assist in organizing company events and recognition programs.
- Support the implementation of employee engagement initiatives.



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Compliance and Reporting

- Assist in maintaining HR policies and procedures.
- Track status of emerging federal and state legislative laws and changes to existing laws and regulations.
- Help prepare HR and DEI presentations, reports, and analytics.
- Assist with ongoing labor-intensive compliance projects and initiatives.

Training and Development

- Assist in coordinating HR and DEI training programs and workshops.
- Maintain personnel training records and materials.
- Help track employee development initiatives.
- Prepare and assist in staff training sessions.

Diversity, Equity, and Inclusion (DEI) Support

- Assist with inclusion projects and initiatives.
- Help coordinate and track DEI-related events and training sessions.
- Support the implementation and tracking of DEI programs.

- Other duties and projects as assigned.

Qualifications:

Required:

- Proficiency in Microsoft Office Suite and HRIS systems.
- Strong organizational skills with a high level of detail-oriented accuracy.
- Excellent communication and interpersonal abilities.
- Ability to maintain confidentiality and handle sensitive information.
- Able to manage multiple competing priorities.
- Customer service-oriented with a positive attitude.
- Team player with a collaborative approach.
- Must be able to successfully pass a USAV background screening (prior to hire date).
- Must successfully complete SafeSport training within two weeks of hire date. Training must be maintained throughout employment.

Preferred:

- Work experience within Human Resources.
- Student or professional SHRM or HRCI member.
- Work experience with HRIS/payroll systems.

Salary: \$18-\$20/Hr.

Benefits:

USAV also offers a comprehensive benefits package to all full-time employees to include:

- Paid Time Off (employees in the first 5-year mark will accrue 8 hours each pay period up to a maximum of 17 days).
- Up to 15.5 paid holidays per year
- 403B retirement plan (currently matching up to 8%)
- Health Benefits (medical, dental, vision) No monthly premiums are deducted for employee only health benefit. An opt-out rebate is provided for employees waiving USAV medical coverage should they already have coverage with a qualified group health plan



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- Parental leave
- Robust EAP and wellness program
- Employer paid life insurance
- Active DEI, Social and Wellness Committees
- Benefits may be modified or discontinued from time to time at the company's discretion as permitted by law

Applications accepted online only. Phone calls not accepted. Applications must be received by no later than **Monday, October 13, 2025**. Please ensure your cover letter addresses your interest in USAV and the position.

<https://recruiting.paylocity.com/recruiting/jobs/List/3611/USA-Volleyball>