



Job Announcement – Manager, Sitting Programs

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 Manager, Sitting Programs is a regular full-time position reporting to the Director, Sitting Programs. This position is responsible for managing the operations of the Sitting Program, as well as the development of grassroots programming. Provide assistance for national team training camps and oversee all domestic competition events. Moderate domestic travel is expected.

Cross departmental support is expected of all positions. Extended hours may be required to include nights, weekends, and holidays. This position is located in Edmond, Oklahoma.

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

- Working with the Program Director and coaching staff, determine yearly and camp specific schedules for the Sitting National Team Development Program (SNTDP), Men's Sitting National Team (MSNT), & Women's Sitting National Team (WSNT) and coordinate with responsible parties between University of Central Oklahoma (UCO), USA Volleyball (USAV), the United States Olympic Paralympic Committee (USOPC), or other supporting organizations.
- Manage the collection and dissemination of data needed for the completion of USAV membership forms, USOPC forms, SafeSport information, VA forms, or other necessary forms.
- Maintain oversight of assigned budgets to include but not limited to catering and housing.
- Provide the Marketing, Communications and Creative (MCC) department with updates to athlete profiles, yearly match counts, match results, and other statistics to update the USAV website (Sitting Volleyball).
- Oversee daily operations of leased apartments, including monitoring regular cleaning services.
- Collaborate with chef and coaches to schedule mealtimes in alignment with athlete training schedules.
- Coordinate with UCO and other organizations for housing maintenance issues.
- Process Direct Athlete Support and other financial collection and software input.
- In consultation with the MCC department, determine methods to market and promote the Sitting Program.
- Serve as the primary recruiter to identify new athletes with physical disabilities to begin training in sitting volleyball for future national team consideration.
- Support all national team camps and oversee all domestic competition events by coordinating team travel logistics, arranging for facility space and equipment necessary, securing officials and ICs to administer events, and work with MCC to develop marketing material to promote spectator attendance.



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- Serve as the primary contact for outside organizations hosting sitting volleyball events by providing guidance for equipment purchase or modifications, event format and scheduling, and assistance in identifying partners or other resources for the event's enhancement.
- Oversee distribution and storage of equipment & supplies located at Oklahoma facility.
- Other duties and projects assigned.

Qualifications:

- Five plus years of related experience in sport management
- Bachelor's Degree, Business, Sport Administration, or equivalent work experience
- Must be proficient in using Microsoft Office suite products
- Demonstrated experience with budget management
- Must successfully pass a USAV background screen (prior to hire date)
- Must complete SafeSport training within two weeks of hire date and keep current as a condition of continued employment

Preferred Qualifications:

- Master's Degree, Business, Sport Administration
- Experience working with sitting volleyball programs
- Experience supporting disabled sport programs
- Experience working with the USOC, NGB or other sport organization is a plus

Salary: \$60- \$65K

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
- 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 **Wednesday, December 3, 2025**. Please ensure your cover letter addresses your interest in USAV and the position.

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