



USAVolleyball

Job Announcement – Coordinator, Outdoor Events

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 Coordinator, Outdoor Events is a full-time position reporting to the Manager, Outdoor & International Events. Cross departmental support is a general expectation of all USAV employees. Extended hours may be required to include nights, weekends, and holidays. Travel is expected for select events. The position will be located in Colorado Springs, CO or Torrance, CA office locations.

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

- Assist Manager Outdoor & International Events with event administration, coordination, and customer service.
- Support the execution and organization of all aspects of the USA Volleyball Beach Tour.
- Assist in identifying independent contractors and support measures to ensure independent contractor agreements are fulfilled according to contractual terms and deadlines.
- Support the expansion and growth of the Outdoor Collegiate Events.
- Assist in establishing and organizing the U.S. Beach Club Championship.
- Track schedules and logistics for the USAV Beach Tour National Qualifier Hosts.
- Provide excellent customer service by addressing inquiries regarding membership platform procedures and event registration.
- Help coordinate with constituents to plan schedules and activities for USAV Beach Tour events.
- Maintain and update the online registration system for all USAV Beach Tour National Qualifier events, collegiate events, and Club Championships.
- Provide assistance with the online registration system as needed with other beach departments including National Team Development Program and Outdoor & International Events.
- Assist in verifying athlete and coach participation eligibility prior to each USAV sanctioned Outdoor event.
- Collect and post results from USAV Beach Tour National Qualifiers and Beach Tour Regional Qualifiers to the USAV Outdoor rankings system.
- Help distribute and analyze participant survey feedback following USAV Outdoor events.
- Support efforts to identify operational efficiencies while maintaining program quality.
- Assist in producing correspondence, proposals, reports, and projects for all Outdoor events.
- Support logistical activities for Outdoor Events and provide on-site operational assistance, including preparing/shipping pallets, assisting with set-up/tear-down of events, and providing signage, and forms.
- Assisting with warehouse operations and inventory.
- Assist the international events department as assigned.
- Other duties and projects as assigned.



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Qualifications:

- Bachelor's Degree in Sports Administration, related degree, or equivalent work experience.
- Strong organizational and communication skills with attention to detail.
- 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:

- Working knowledge of beach volleyball events.
- International Event Experience a plus
- Ability to understand, speak, and write in Spanish is a plus.

Salary: \$22 - \$24/hr.

Benefits:

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

- Paid Time Off
- 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 **Tuesday, Feb 25, 2025**. Please ensure your cover letter addresses your interest in USAV and the position.

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