

## ATHLETE SERVICES COORDINATOR JOB DESCRIPTION

*Milan Cortina 2026 Winter Olympic Games Approximately February 1, 2026- February 24, 2026*

*Milan Cortina 2026 Winter Paralympic Games Approximately March 1, 2026-March 17, 2026*

### SUMMARY

Athlete Services Coordinators (ASCs) serve as support to athletes at the Olympic and Paralympic Games. As elite athletes, ASCs are in a unique position to provide information or guidance and serve as a resource for athletes participating in the Games. ASCs will also assist in managing the Athlete Resource Center (ARC) and creating a safe place for athletes to relax, obtain information and share experiences.

This is a volunteer position, but ASCs are seen for all intent and purposes as part of the USOPC's staff and Mission, and expectations will be comparable, including assisting in pre-Games preparations and serving 8-9 hour work days with varying shift times while at the Games. This role is integral to helping minimize distractions for athletes throughout the Games. The USOPC will provide round trip economy airfare (to and from home town), a visa (if required), housing (based on double occupancy, i.e., shared w/roommate(s)), meals (most meals provided in the Village plus a small per diem to cover a few meals outside of the Village), a USOPC apparel package and cell phone to use while at the Games. One ASC and one alternate will be selected for each Games<sup>1</sup>.

### ELIGIBILITY

ASC candidates must meet the USOPC definition of a 10-year athlete. *Requests for exceptions to this requirement may only be granted by the Team USA Athletes' Commission and must be submitted in writing.*

Candidates must have a U.S. Passport that is valid at least 6 months after the date of entry into the country. All ASCs, including alternates, will also be required to register as a USOPC Games staff member and adhere to all Games Requirements, background checks, and SafeSport Training.

### DUTIES & RESPONSIBILITIES

1. Report to the USOPC-appointed ASC Lead, and work in conjunction with the USOPC Village staff to plan for and coordinate the services available to athletes in the Village (or other location identified for the USOPC's athlete services.)
2. Assist the ASC Lead in identifying, tracking and reporting the services that athletes need and utilize to be able to perform at their highest potential.
3. Assist in the management of the ARC which provides resources and support for athletes, and a space for athletes to seek information, advice and/or relax. The ASCs should be very astute in assessing what athletes need to support their elite performance at a critical time (e.g., this may include a quiet space, programming, inspiration, information dissemination, etc.).
4. Be familiar with all Village operations and be able to assist athletes with questions regarding transportation, shuttles, maps, internet access, Village services, phones, meal options, keys, accreditation, the fitness center, the USOPC medical clinic, etc.
5. Participate in team orientations/briefings to inform the delegation (athletes and staff) about the role

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<sup>1</sup> As we get closer to the Games, and if deemed necessary, two ASCs and one alternate will be selected for each Games.

of the ASCs, available services and Village life.

Participate in the coordination of plans for the Opening and Closing Ceremonies and the Team Welcome Ceremony.

6. Participate in the USOPC's preparation meetings for the Games (i.e., pre-Games Village conference calls, Team USA Games preparation and/or site visits, as requested).
7. Participate in all Village staff meetings at the Games.
8. Participate in the preparation of daily summary for inclusion in the daily operational games calls.
9. Complete an in-depth after-action report/survey at the conclusion of the Games.
10. Assist with the ARC setup and teardown and assist with Village setup and teardown, as needed.
11. Assist with other duties as assigned.

#### **QUALIFICATIONS (in addition to the Eligibility requirements above)**

- Able to relate to athlete experience in a professional way
- Ability to listen, problem-solve and identify resources necessary to resolve issues
- Flexible and rational in a setting filled with excitement, high stakes, and lots of moving parts
- Strong sense of assessing others' needs and initiative to respond appropriately
- Able to multi-task and think quickly and creatively
- Strong interpersonal skills, including the ability to communicate clearly with a diverse population
- Team-building skills
- Managerial/project management experience helpful
- Conflict resolution skills helpful
- Previous Games ASC experience helpful, but not necessary
- Familiarity with Team USA AC Bylaws and USOPC Bylaws (Section 9)
- Assist in the set-up of ARC space, which may include movement of shipment boxes, couches, fridges etc. Accommodations can be made to adjust the scope of this responsibility as needed

#### **TIMELINE AND APPLICATION**

All interested applicants should apply by **JULY 1, 2025**. Please submit a resume and statement of interest to [teamusa.ac@teamusa-ac.org](mailto:teamusa.ac@teamusa-ac.org). For more information or questions please email [teamusa.ac@teamusa-ac.org](mailto:teamusa.ac@teamusa-ac.org)