

Men's Development Program

Technical Director

POSITION SUMMARY

The Men's Development Program Technical Director is responsible for developing, managing, and communicating all technical and judging related matters for the USAG Men's Development Program. This position reports to the Vice President of Men's Program. This position will lead USA Gymnastics efforts in the promotion of a safe and healthy training and competition environment for all participants and will promote compliance with and enforcement of applicable USA Gymnastics rules, policies, and safe sport provisions in the gymnastics community.

ESSENTIAL DUTIES

- Be responsible for developing and updating all Men's technical materials (*Junior Competition Manual, Technical Sequence Manual, and Development Program related portions of the Men's Rules & Policies*) in coordination with the Men's Development Program Director and relevant committee(s)
- Develop and communicate Development Program technical newsletters
- Assist in updating the Development Program Championship Season Directives
- Implement Development Program technical education strategy for coaches and clubs, including presentations, workshops, webinars, etc.
- Create and organize the structure, content, and resources for in-person and online Compulsory and Optional Judges courses
- Oversee the assignment of judges for Development Program National level competitions (Eastern/Western Championships & Development National Championships)
- Administrate and supervise all aspects of the Men's Judges Accreditation Program
- Update any Men's National judging information and Development Program technical information posted on usagym.org.
- Respond to any calls or correspondence related to Men's judging or technical concerns within the Development Program
- Serve as Technical Director for Development Program National level competitions (Eastern/Western Championships & Development National Championships)

- Staff liaison on the Men's Development Program Committee (MDPC), any Men's Program Technical Committees, and to the National Gymnastics Judges Association (NGJA)
- Collaborate with the NGJA in developing supplementary educational and mentorship opportunities
- Coordinate Development Program Judging courses for foreign federations, as requested
- Facilitate Men's Artistic programming at National Congress and source lecturers
- Assist in proofing and editing written communication from USAG Member Services

GENERAL DUTIES AND RESPONSIBILITIES

- Demonstrate a clear understanding of USA Gymnastics Mission and Vision.
- Adhere to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
- Adhere to all Safe Sport regulations, by ensuring that all necessary preventive and protective measures are taken to maximize safety and security.
- Create a positive, respectful, and collaborative work environment that prioritizes teamwork and embraces diversity.
- Participate in the ongoing development of competencies, capabilities, technology, and the resources needed to achieve high standards of efficiency and effectiveness. Approach job duties and responsibilities with the passion and a desire to meet highest standards.
- Communicate information effectively both verbally and in writing.

EDUCATION AND QUALIFICATION

- Bachelor's degree preferred
- Minimum of three years of experience working within the USAG Men's Development Program as a coach, judge, or administrator
- Experience in both coaching and judging is preferred
- Must be a current nationally certified judge within the USAG Men's Program
- Experience judging at a USAG Men's Development Program National level competition (Eastern/Western Championships or Development National Championships) preferred.
- Administrative experience preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a strong technical gymnastics background with a working knowledge of the USAG Men's Development Program Junior Competition Manuals & FIG Code of Points

- Should have familiarity with the roles and responsibilities of committee structures within the USAG Men's Program
- Strong leadership, collaboration, organization, and communication skills
- Proficiency in administrative tools such as Microsoft Word, Excel, Outlook, and Powerpoint as well virtual platforms such as Zoom and Microsoft Teams

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular use of standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- Prolonged periods sitting/standing at a desk working on a computer and looking at a computer screen.
- Regular use of hands and fingers to operate a computer keyboard, mouse, and other office equipment.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Ability to communicate effectively in person, through email, and over the telephone.

OTHER INFORMATION

- This position requires some work in the evenings and on weekends.
- Domestic travel is expected and required.
- This position is remote or based in Indianapolis, if preferred.

To apply, send cover letter referencing this position and a detailed resume to: recruiting@usagym.org

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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