



Men's Program Manager

USA Gymnastics is at a pivotal moment as the organization builds toward the LA 2028 Olympic Games and beyond. With a strong foundation in place, the next phase of growth requires a focused, disciplined strategy to support our world class athlete safety, competitive excellence, participation, and long-term sustainability goals.

The Opportunity

We are seeking a Men's Program Manager to support the planning, coordination, and administration of programs and initiatives within the USA Gymnastics Men's Program. This position will provide overall management of logistical and day-to-day support of the Men's Program. Primary duties include assisting with the execution of domestic and international competitions, camps, and athlete development initiatives, while providing operational support to ensure the effective implementation of Men's Program activities. This position will work closely with internal staff, coaches, athletes, judges, and program stakeholders to maintain program operations and communications, reporting directly to the Vice President of Men's Program. The Men's Program Manager plays an important role in supporting USA Gymnastics' commitment to fostering a safe, healthy training environment and ensuring compliance with USA Gymnastics rules, policies, and SafeSport provisions throughout the gymnastics community.

Key Responsibilities

- Support the coordination and administration of all aspects of the Men's Program.
- Communicate program information effectively to internal and external stakeholders.
- Provide logistical and administrative support for all Men's Program travel and activities
- Coordinate travel for all National Team activities including domestic and international events
- Support registration for international competitions
- Manage World Gymnastics Licenses for Men's Program
- Provide support for national events: Winter Cup, Elite Team Cup, US Championships, Olympic Team Trials, Development Program National Championships, etc.
- Coordinate & provide support for Men's Program specific events: USAG Collegiate Nationals, National Qualifier, Eastern & Western Championships, Future Stars Camp & National Coaches Workshop, etc.

- Liaison with Men's Program Committees including Men's Program Committee, Men's Development Program Committee, Selection Committees, and State Directors, etc.
- Manage nominations and elections for vacant committee positions
- Maintain National Team lists, Men's Program directory, committee member terms, and other data.
- Manage National Team apparel order, distribution, and inventory.
- Assist with development and management of the Men's Program budget, including tracking event expenditures.
- Manage onboarding process for National Team athletes, coaches, and parents.
- Provide administrative support for State and Regional leaders
- Manage Men's Academic Achievement Program
- Provide administrative support for USA Gymnastics Foundation Men's Fund & Men's Program Scholarships

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.
- Communicate information effectively both verbally and in writing.

Qualifications and Experience

- Bachelor's degree in a related field
- Minimum two years of leadership or administrative experience
- Familiarity with Olympic sports and/or gymnastics programs preferred
- Proficient in Microsoft Office programs and virtual meeting applications (Zoom, Microsoft Teams, etc.)

Other Information

- Position is based in Indianapolis, Indiana
- Salary and benefits are commensurate with experience, in accordance with applicable state and local laws.

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.

- Excellent written and verbal communication skills.
- Working knowledge of Men's Artistic Gymnastics programs and competitive structure.
- Strong leadership and project management abilities.
- Ability to coordinate multiple projects simultaneously.
- Strong organizational and logistical planning skills.
- Ability to collaborate effectively with staff, coaches, athletes, and external stakeholders.
- Weekend and after-hours work required.
- Domestic travel required. Opportunity for international travel.
- Ability to support competitions, camps, and national events as assigned.

To apply, send resume to: recruiting@usagym.org. Please include "Men's Program Manager" in the subject line of your email.

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.

**USA Gymnastics is proud to be an Equal Employment Opportunity Employer.
Protection of athletes is a critical component for all positions at USA Gymnastics.**