



Job Announcement – Seasonal Administrative Assistant, National Team Center

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 500,000 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

This Assistant, National Team Center is a full-time seasonal position that will assist the Lead, National Team Center with logistics (gear inventory & distribution, shipping of equipment, etc.) for the Indoor Men's and Women's National Teams (NT) and the National Training Center from Mid-April through October. This position will also occasionally be expected to assist with local NT events, moving NT athlete housing, assisting with visiting National Team Development Program inventory and events. Cross departmental support is expected of all positions.

Extended hours may be required to include nights, weekends, and holidays.

The position is located in Anaheim, California with a tentative start date of April 16, 2026.

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

- Assist with maintaining NT inventory of gear and equipment, including but not limited to receiving shipments, taking inventory, and packing/sending shipments.
- Assist with assembling, preparing, and maintaining equipment.
- Assist with set-up & putting away equipment.
- Assist with dropping off/picking up VIK orders from tailor/embellishing.
- Assist with organizing and moving items to/from storage.
- Assist with assembling/disassembling boxes & recycling/trash.
- Assist with NT athlete housing.
- Assist with NT travel logistics.
- Assist with National Team Center NTDP events
- Other duties and projects, as assigned.

Qualifications:

- Warehouse work experience and/or sports management/volleyball.
- Minimum one year of logistics management experience.
- Intermediate skill level with Microsoft Office Suite applications.
- Ability to prioritize competing time-sensitive demands.
- Must have a current driver's license to transport apparel and equipment, attend assigned scrimmages, and travel between office and apartments.
- Must be able to successfully pass a USAV background screening (prior to hire date).



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- Must successfully complete SafeSport training within two weeks of hire date. Training must be maintained throughout employment.
- 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:

- Experience working in the sport event field is a plus.

Salary: \$20-\$22/Hr.

Benefits:

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

- Up to 15.5 paid holidays per year
- 403B retirement plan (currently matching up to 8%)
- Health Benefits (medical, 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
- 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 **Friday, March 20, 2026**. Please ensure your cover letter addresses your interest in USAV and the position.

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