



Job Announcement – Coordinator, Officials Development

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, Officials Development is a regular full-time position reporting to the Director, Officials Development. The role contributes to all aspects of Officials Development programming and is primarily responsible for providing customer, administrative, and logistical support. Cross departmental support is expected of all positions. Extended hours may be required to include nights, weekends and holidays.

The position is located in Colorado Springs.

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

- Provide administrative support for all officials' training and educational programs (indoor, outdoor and sitting).
- Provide administrative support for officials' registrations for indoor national championships, indoor national qualifiers, and outdoor events.
 - Ensure eligibility requirements and credentials are completed.
 - Ensure all officials have completed coursework and tournament procedures modules.
- Audit and update records in USAV's Member Management System and USAV database for all officials' certification requirements, national clinic attendance, and new certified candidates.
- Work with our USAV Housing partner to secure housing for officials at national events and provide ongoing support.
 - Maintain communication with officials and housing partner regarding housing issues during USAV owned events.
- Allocate equipment and apparel (VIK) for officials and associated independent contractors at qualifiers and national championship events.
 - Pack approximately 1400 individual referee VIK for distribution at events.
- Responsible for coordination of official's event logistics to include packing, shipping supplies to clinics, camps and national events, and all associated fees.
- Provide administrative support for officials and independent contractors with logistics, materials and record keeping at USAV owned qualifier and championship events for all disciplines.
- Collaborate with cross-functional teams: Work closely with Marketing, Communications, and E-Learning staff to develop and maintain comprehensive training, education, examination, and development materials for all disciplines, ensuring seamless integration across the website and the academy.
- Coordinate and publish communications: Oversee the content coordination and assist in the publication of the Officials Newsletter and campaigner communications, ensuring timely and effective dissemination of information to relevant stakeholders.



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- Promote officials and officiating via social media platforms.
- Launch surveys gathering critical feedback from stakeholders regarding our programs and events, enhancing USAV's understanding of stakeholder experience and informing future improvements.
- Work with arbitrators, head officials, rules interpreter, and the USAV Rules Commission to update and maintain officials case books.
- Provide administrative support to the Officials Assembly and Commissions as needed.
- Other duties and projects as assigned.

Qualifications:

- Bachelor's degree in sport management, business administration, related degree or equivalent work experience.
- Minimum three years of relevant work experience.
- Working knowledge of Microsoft Office programs, Adobe Suite and social media programs.
- Possess excellent written, verbal and organizational skills with an attention to detail.
- Ability to provide exceptional customer service to staff, partners and customers of USAV.
- Ability to work independently or on a team and be able to prioritize competing tasks.
- 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:

- Volleyball and/or officiating experience is a plus.

Salary: \$22.00 to \$24.00 per hour.

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 benefits
 - 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 **March 28, 2025**. Please ensure your cover letter addresses your interest in USAV and the position.

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