



**Position Title:** Manager, Membership, Operations, and Athlete Services  
**Location:** Lake Placid, NY  
**Type of Position:** Full-time  
**Reports To:** CEO/ Executive Director  
**Desired Start Date:** June 1, 2026

---

## **ABOUT USA LUGE**

The USA Luge Association (USLA) is a member organization of the United States Olympic & Paralympic Committee (USOPC) and is the National Governing Body (NGB) for the sport of luge in the United States. Also referred to as USA Luge, the NGB embodies the core values of ownership, collaboration, respect, communication, continuous improvement, and development while taking on the responsibility of recruiting, preparing, training and equipping the United States National Team for international and Olympic luge competition, while also promoting the growth of the sport nationally, and internationally.

## **POSITION OVERVIEW**

USA Luge (USLA) is seeking a dynamic and detail-oriented professional for the role of Manager, Membership and Operations. This is a full-time position that reports to the CEO. The position supports the USA Luge membership by providing outstanding customer service and coordinating membership-related support. The position also oversees many aspects of office operations – including activities related to human resources, maintaining communication with key constituents (e.g., the US Olympic and Paralympic Committee), and assisting with the coordination of activities associated with USA Luge programs.

As USA Luge works to assemble a ‘best in world’ staff, it is important for the Membership and Operations Manager to demonstrate high levels of organization with uncompromising attention to detail. The Membership and Operations Manager should be inquisitive and innovative while possessing strong interpersonal, communication, and teamwork/leadership skills that will allow this individual to work effectively across a range of stakeholders. This position is based at the USA Luge National Office in Lake Placid, NY.

## **KEY RESPONSIBILITIES**

- Serve as the primary point of contact for membership-related inquiries and provide administrative support for membership including through the USA Luge membership database (Sport80). Manage the membership platform and identify ways to evolve its functionality to create efficiencies and enhance support to membership and staff.
- Oversee general office operations, including ordering of supplies, handling postal/shipping needs, and other tasks associated with the operation of the USA Luge headquarters.
- Serve as the point of contact for USA Luge insurance providers; build and sustain relationships and communication pathways to ensure USA Luge maintains appropriate insurance coverages.
- Perform basic Human Resources tasks including the development and adherence to organizational policies, management of the pension/ 401(k) and medical benefits on behalf

of the organization and ensuring compliance with all state and federal employment regulations. At the same time,

- Serve as the point of contact with the US Olympic & Paralympic Training Center (USOPTC) to include maintaining communication, scheduling USA Luge programs, and coordinating travel/ logistics for luge camps and programs.
- File and maintain athlete paperwork with the International Luge Federation.
- Assist the CEO to ensure USA Luge maintains compliance with all requirements of the US Olympic & Paralympic Committee, International Luge Federation, US Anti-Doping Agency, the US Center for SafeSport, as well as meeting state and federal regulations.
- Ensure adherence to USA Luge financial policies and procedures while operating within established budgetary guidelines.
- Assist the CEO in scheduling and running meetings of the USLA Board of Directors.
- Assist with maintaining and updating records for USA Luge officials..
- Abide by policies (e.g., USA Luge Code of Conduct, U.S. Center for SafeSport and US Anti-Doping requirements) to provide a safe, positive, and ethical environment in support of USA Luge athletes, staff, and members.
- Contribute to a culture of continuous improvement, accountability, and high performance.
- Perform other duties as assigned and necessary for USA Luge to achieve its mission.

**Desired Skills and qualities:**

- Bachelor's degree and/or work experience in a related field.
- Exceptional customer service, communication, and organizational skills, with a strong attention to detail.
- Adaptability and the ability to manage multiple projects and priorities simultaneously.
- Proficiency using standard office tools, including data entry and experience with Microsoft Office Suite.
- Demonstrated ability to work as part of a team and establish/ maintain positive and productive relationships
- Creativity and the ability to generate ideas that will drive improvements and efficiencies.

**All offers of employment are contingent upon successful completion of a background inquiry.**

**To apply, please send your resume and cover letter to:**

**Scott Riewald, CEO, USA Luge**  
**E: [scottriewald@usaluge.org](mailto:scottriewald@usaluge.org)**  
**P: (719) 663-1117**