



Position Title: Instructional Designer

Position Summary

The Instructional Designer supports the strategic design, development, implementation, and continuous improvement of USA Archery's educational programs for coaches and other key stakeholders across the archery community. Reporting to the Director of Education, this position leads the creation and maintenance of high-quality, evidence-informed educational content and assessments that align with national best practices and industry standards, including the Quality Coaching Framework, the American Development Model, and current research in athlete-centered coaching, positive youth development, and adult learning.

The Instructional Designer develops both sport-specific and sport-agnostic courses and resources for instructors, coaches, officials, athletes, clubs, parents, and volunteers. This role collaborates with subject matter experts and internal stakeholders to ensure all educational materials are accurate, engaging, accessible, and aligned with competency-based learning objectives.

Essential Duties and Responsibilities:

Curriculum Development and Instructional Design

- Design, develop, revise, and maintain curricula, assessments, facilitator guides, presentations, and supporting educational resources.
- Create sport-specific and sport-agnostic educational content for instructors, coaches, officials, athletes, clubs, parents, and volunteers.
- Develop competency-based learning objectives and measurable assessments that evaluate learner knowledge, skills, and behaviors.
- Apply adult learning principles and instructional design methodologies to create engaging in-person, virtual, and online self-paced learning experiences.
- Ensure all course content reflects current research and best practices in coaching science, athlete development, pedagogy, sport safety, mental health, and positive youth development.
- Maintain version control and documentation of all course materials.

Learning Management System Administration

- Upload, organize, and maintain content within the USA Archery Education Hub learning management system.
- Configure online assessments, certificates, prerequisites, and learning pathways.
- Troubleshoot course-related issues and coordinate with vendors or internal staff as needed.
- Monitor learner engagement and completion data to support continuous improvement.

Quality Assurance and Program Evaluation

- Conduct regular reviews and updates of educational content to ensure technical accuracy, instructional effectiveness, and alignment with strategic goals.
- Analyze participant feedback, assessment results, and learning analytics to identify opportunities for improvement.
- Conduct pilot testing and validation of new courses and assessments.
- Assist with accreditation and compliance requirements related to educational programming.

Facilitation and Training Support

- Facilitate webinars, symposiums, workshops, and certification courses as assigned.
- Assist in preparing facilitator materials and delivery protocols.
- Support the training and onboarding of facilitators and subject matter experts.
- Model effective presentation and learner engagement techniques.

Stakeholder Collaboration

- Collaborate with staff, internal stakeholders, and external subject matter experts to ensure educational content is accurate and relevant.
- Coordinate with coaches, officials, clubs, and athletes to gather feedback and inform course development.
- Support relationships with educational partners, consultants, and vendors.

Grant Support and Resource Development

- Assist the Director of Education in developing grant proposals, budgets, and supporting materials.
- Help collect data and prepare reports related to grant-funded educational initiatives.
- Maintain records and documentation required to demonstrate grant outcomes and compliance.

Administrative Responsibilities

- Manage multiple curriculum development projects and timelines simultaneously.
- Maintain organized records of course content, assessments, approvals, and revisions.
- Prepare reports, presentations, and summaries related to educational initiatives.
- Perform other duties as assigned.

Required Qualifications

- Bachelor's degree in Education, Instructional Design, Sport Management, Kinesiology, Exercise Science, or a related field.
- Minimum of 3 years of experience in curriculum development, instructional design, educational program management, or coach education.
- Demonstrated knowledge of:
 - Quality Coaching Framework
 - United States Center for Coaching Excellence standards and resources
 - American Development Model
 - Long-Term Athlete Development principles
 - Adult learning theory and competency-based education
- Experience developing courses and assessments for multiple stakeholder audiences.
- Experience using learning management systems and online education platforms.
- Strong project management, organizational, and analytical skills.

- Excellent written and verbal communication skills.
 - Ability to work independently and collaboratively in a fast-paced environment.
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Preferred Qualifications

- Master's degree in Education, Instructional Design, Sport Pedagogy, Coaching, or a related field.
 - Certification as an instructional designer, coach developer, or advanced coaching credential.
 - Experience with national governing bodies or sport organizations.
 - Familiarity with archery instruction and certification pathways.
 - Experience conducting program evaluation and educational research.
 - Experience facilitating educational courses or workshops.
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Core Competencies

- Curriculum and Instructional Design
 - Adult Learning and Assessment Development
 - SCORM File Development
 - Learning Management Systems Administration
 - Project Management
 - Quality Assurance and Continuous Improvement
 - Communication and Collaboration
 - Data-Driven Decision Making
 - Attention to Detail
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Physical Requirements

- Ability to sit and work at a computer for extended periods.
 - Ability to facilitate training sessions for several hours.
 - Ability to travel domestically, including weekends, approximately 10% of the time.
 - Ability to lift and transport educational materials up to 30 pounds.
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Position Reports To: Director of Education

Compensation: \$70,000 to \$80,000 - This position is exempt.

Eligible for Annual Bonus at Discretion of Employer.

Work Location: Colorado Springs, CO

Benefits:

- Paid Vacation
- Paid Sick Leave
- Paid Time Off
- Employer contribution toward Medical, Dental, and Vision insurance coverage
- Employer paid Basic Life Insurance and AD&D, 60% Short-Term and Long-Term Disability
- Health Care and Child Care Flexible Spending Account
- Health Savings Account if enrolled in certain high deductible medical plans

- SIMPLE IRA participation following qualifying period (currently employer match up to 3% of salary)
 - Eligible to enroll in other supplemental/voluntary coverage
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Equal Opportunity Employer

We do not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, handicap, or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based on job-related factors.

Application Process: Send Cover Letter and Resume to:

Email: careers@usarchery.org

Deadline: August 15th, 2026 - 5:00 PM MT

Learn more about USA Archery at www.usarchery.org.