



Acrobatic Gymnastics Program Manager

USA Gymnastics is entering a new phase of growth, building on a strong foundation and looking ahead to key milestones and beyond. The organization is focused on executing a disciplined growth strategy that supports athlete safety, competitive excellence, participation, and long-term sustainability.

The Opportunity

We are seeking a Acrobatic Gymnastics Program Manager to provide operational and administrative support for the Acro Program. Reporting to the Acrobatics Gymnastics Program and High Performance Director, this position assists with the coordination of program activities, events, and communications, and supports the implementation of program priorities and annual initiatives. The Program Manager plays an integral role in supporting program efficiency, stakeholder coordination, and policy adherence, while assisting in the promotion of a safe, healthy training environment and compliance with USA Gymnastics rules, policies, and Safe Sport provisions across the Acro community.

Key Responsibilities

- Demonstrate knowledge of the Acro program to provide accurate and timely communication internally with USA Gymnastics staff and externally with members, athletes, coaches, judges, and stakeholders.
- Manage and organize program documentation, records, reports, and required forms in accordance with USA Gymnastics and international federation requirements.
- Coordinate logistical planning and administrative support for domestic and international Acro camps, events, competitions, and related activities.
- Support registration, scheduling, travel, and accommodation arrangements for athletes, coaches, judges, staff, and committees.
- Assist with planning and on-site management of program events, meetings, and activities as assigned.
- Prepare materials and documentation for international competitions and delegations, ensuring compliance with governing body requirements.
- Support Team USA Acro delegation at National Team activities and international assignments.

- Maintain and update program-related content on the USA Gymnastics website, including schedules, policies, committee materials, and essential program information.
- Coordinate apparel ordering, inventory, and distribution for National Team members and program staff as directed.
- Manage and maintain athlete and coach licensing, certifications, and compliance documentation.
- Liaise with internal departments, external partners, and event organizers to support program operations and complete assigned projects.
- Establish and maintain strong, collaborative relationships between USA Gymnastics, national team members, coaches, relevant committees, and other personnel.
- Assist with processing event results, and program data as required.
- Support education projects, initiatives, and Congress planning activities, including coordination of materials, schedules, and related program resources.

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.
- Participate in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness.
Approach job duties and responsibilities with the passion and a desire to meet highest standards.
- Communicate information effectively both verbally and in writing.

Knowledge, Skills, and Abilities

- Excellent communication skills both verbal and written.
- Proven strong project management skills.
- Experienced in problem-solving and decision-making within project team settings.
- Possesses strong attention to detail with the ability to stay highly organized, efficiently manage multiple tasks, and consistently meet deadlines.
- Demonstrated ability to work collaboratively with a wide range of people in a fast-paced environment.
- Willingness to embrace and use technology.
- Strong intuitive and reasoning skills.
- The ability to support budget planning and monitor expenditures in alignment with established budget specifications.

Qualifications and Experience

- Bachelor's Degree from an accredited institution, plus 2 years of relevant experience preferred.
- Familiarity with elite sport environments and/or gymnastics preferred.

Other Information

- Position is based in Indianapolis, Indiana
- Salary and benefits 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.

- Regular use of standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- Prolonged periods sitting/standing at a desk working on a computer and looking at a computer screen.
- Regular use of hands and fingers to operate a computer keyboard, mouse, and other office equipment.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Ability to communicate effectively in person and over the telephone.
- The noise level in the work environment is usually quiet to moderate.
- Occasionally required to lift and/or move up to 25 pounds.
- Occasional weekend and after-hours work required.
- Must be able to travel both nationally and internationally.

To apply, send resume to: recruiting@usagym.org. Please include "Acro 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.**