



## *Job Announcement – Assistant, Indoor Events*

### **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](http://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 Assistant, Indoor Events is a regular full-time administrative position reporting to the Senior Manager, Indoor Events. The successful candidate will be an experienced administrative professional tasked with assisting in all aspects of support. Minimal travel will be needed for this position.

Essential is the commitment to demonstrate a sense of inclusion, safety, and collaborative behavior across the organization, supporting a culture of integrity, humility and consummate professionalism. Extended hours may be required to include nights, weekends, and holidays.

The position is located in Colorado Springs, CO

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

- Handle direct customer service inquiries and/or requests.
- Respond to email inquiries from the general mailbox and phone calls that pertain to the Events Department and our events.
- Assist in processing all incoming event-related revenues.
- Assist with preparing, packing, distributing, or shipping all materials as required.
- Assist with pre-tournament ticket process for all Championship Events to include helping with the setup of the ticket portal and verbiage of notification correspondence; lead customer service; ordering necessary supplies.
- Produce correspondence, reports, presentations, spread sheets and special projects.
- File and process event registrations (data entry) utilizing in-house system.
- Assist with Event specific inventory to include supplies and gear.
- Assist in the verification process of registration and work with volleyball regions concerning their registrations/data.
- Post Tournaments results on the website.
- Provide in-office support for event department staff, specifically when staff are absent from the office conducting events.
- Assist in overall quality of the USA Volleyball domestic events, including all tasks as assigned by the Manager, Events.
- Provide optimal customer service to members, athlete, coaches, general public, and fellow employees.
- Other duties and projects as assigned.



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### **Qualifications:**

- Experience in business or sport administration or related field.
- Advanced level experience with Microsoft Office Suite is a plus.
- Strong organizational skills with attention to detail.
- Ability to work independently or on a team.
- Ability to prioritize competing tasks.
- Experience working with database systems is a plus.
- Experience working with sport entities (USOPC/NGB/Region/Clubs) is a plus.
- Experience training constituents on computer programs/databases is a plus
- 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.

**Salary:** \$18-\$20/Hr.

### **Benefits:**

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

- **Paid Time Off-** Accrue 8 hours each pay period (up to a maximum of **17 days**).
- **Holidays-** Up to 15.5 paid holidays per year
- **403B retirement plan-** Employer match up to 8%
- **Health Benefits** (medical, dental, 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.
- **Medical wellness program** - Earn up to \$1000/year for completing health activities
- **Paid Parental leave**
- **Employee Assistance Program (EAP)**
- **Employer-paid life and AD&D Insurance**
- **DEI, Social and Wellness Committees**
- **Discounts on sponsored vendor apparel (Mizuno)**

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 **Thursday, June 18, 2026**. Please ensure your cover letter addresses your interest in USAV and the position.

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