



## **Acrobatic Gymnastics Program Director**

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**

The Acrobatic Gymnastics Program Director oversees the strategic development and administration of the Acrobatic Gymnastics Program for USA Gymnastics. The position is responsible for execution of the strategic goals, budget management, oversight of the Development Program and Elite Programs, administration of the National Team, grassroots development and coordination with the volunteer committee structure.

### **Key Responsibilities**

- Provide exceptional leadership, vision and oversight for USA Gymnastics' Acrobatic Program
- Develop and oversee the annual Acrobatic Gymnastics budget
- Proactively communicate goals, vision and strategy of the program to relevant stakeholders
- Coordinate development of annual high-performance plan, including activities of the National Team and athlete development pipeline
- Maintain oversight and direction of High Performance and Program staff
- Manage international delegation including travel, registration, FIG licensing, etc.
- Establish a strong supportive relationship between the USA Gymnastics administration, High Performance Staff, the Acrobatic athletes, and other personnel
- Assist with development and implementation of selection procedures for National Teams, World Championships, World Games, and other major international competitions
- Ensure anti-doping compliance with the appropriate regulatory bodies
- Facilitate the organization of training camps, national events, and other domestic and international activities
- Provide support programs for athletes, coaches, clubs, and administrators
- Identify ways to grow and develop grassroots activities, including oversight of the Development Program, Xcel Blocks Program, and participatory programs
- Oversee update of Rules & Policies, Operating Codes, Charters, and other institutional program documents and insure they comply with USA Gymnastics policies Select sites and monitor contracts for national-level competitions, judge's courses, and camps
- Serve as staff liaison to all Acrobatic program committees
- Coordinate all technical aspects of the Acrobatic program competitions
- Coordinate judging clinics, testing and advancement of judges, and maintenance of judges' records
- Coordinate and distribute National Team apparel
- Develop educational materials for USA Gymnastics University and presentations for Congress to benefit the gymnastics community and growth of the discipline
- Act as the liaison for USA Gymnastics Acrobatic program with the FIG

- Facilitate frequent communication with the Acrobatic community
- Serve as a spokesperson for the Acrobatic Program, as necessary

### **Manager and Supervisor Responsibilities**

- Manages workflow and ensures that employees understand their duties and performance expectations. Provides the information, materials and equipment needed to succeed.
- Fosters an inclusive and diverse workplace culture where all employees feel valued and included.
- Maintains staff competency by training employees and developing personal growth opportunities.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Documents performance and provide recognition for progress and feedback for improvement.
- Provides annual performance evaluations, including future goals.
- Communicate essential information between to employees.
- Completes other important administrative duties: approving time and expenses, report FMLA, etc.

### **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.
- Must be able to produce and adhere to budget specifications
- Demonstrated ability to manage multiple tasks and deadlines

### **Qualifications and Experience**

- Bachelor's degree required
- 3-5 years program managerial experience required
- Have experience in and working knowledge of Acrobatic Gymnastics preferred

### **Other Information**

- Position is based in Indianapolis, Indiana
- Salary and benefits commensurate with experience
  - In compliance with applicable state and local laws, compensation details will be shared during the hiring process
- Occasional weekend work and some travel is required

### **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 10 pounds.
- Occasional weekend and after-hours work required.
- Must be able to travel both nationally and internationally regularly

To apply, send resume to: [recruiting@usagym.org](mailto:recruiting@usagym.org). Please include “Acrobatic Gymnastics Program Director” 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.**