



Women's 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

We are seeking a Women's Program Director that is responsible for the oversight, administration, and strategic management of all aspects of the Women's Development Program and Xcel Program within USA Gymnastics. This role works closely with the Women's Program Committee structure and reports directly to the Vice President of the Women's Program.

The Women's Program Director leads initiatives that promote a safe, healthy, and positive training environment for all participants while ensuring compliance with USA Gymnastics rules, policies, and SafeSport provisions throughout the gymnastics community. The position requires a strong understanding of the mission and vision of USA Gymnastics and a commitment to advancing athlete development, coach education, and program excellence.

This position requires frequent travel and the ability to work evenings and weekends as needed.

Key Responsibilities

Program Operations and Administration

- Oversee the administration and strategic management of the Women's Development Program and Xcel Program.
- Collaborate with the Women's Program Committee structure, including Development Program, Xcel, and Administrative Committees.
- Serve as the primary USA Gymnastics liaison for the three committees listed above.
- Ensure program operations align with USA Gymnastics policies, SafeSport requirements, and organizational standards.
- Demonstrate and promote a clear understanding of USA Gymnastics' mission and vision.
- Supervise the Women's Program Administrative Manager to ensure alignment with program priorities.

- Conduct annual performance evaluation and provide ongoing feedback and recognition.

Events and Competitions

- Manage the Nastia Liukin Cup and Nastia Liukin Cup Qualifier Series annually.
- Serve as Meet Director for Development Program Nationals annually.
- Distribute bids and determine host locations for Level 9 Eastern and Western Championships.
- Oversee Meet Hosts in the planning and execution of the Level 9 Eastern and Western Championships annually.
- Serve as the USA Gymnastics representative at either the Level 9 Eastern or Western Championships each year.
- Manage and serve as Meet Director for the National Xcelebration annually.
- In collaboration with the Events Department, support the RFP process and selection of host sites for Development Program Nationals and the Xcelebration.

Camps and Athlete Development

- Provide administrative support for all Women's Program Camps, including:
 - National Team Camps
 - Developmental Camps
 - Developmental Invite Camps
 - Development Program Camps
 - TOPS National Testing
 - TOPS Camps
- Serve as Camp Director for Developmental Camps and TOPS National Testing.

Education and Coach Development

- Manage the Women's Artistic Gymnastics educational track for National Congress.
- Attend National Congress, including Development Program and Xcel Program update lectures.
- Travel to and support Regional Congress events as needed.
- Manage the Compulsory Workshops, which occur every eight years.
- Oversee and direct the development and updates of the Compulsory Program.

Operational Coordination

- Coordinate travel with support from the Program Manager(s) for stakeholders involved in the following events:
 - Nastia Liukin Cup
 - Development Program Nationals
 - Level 9 Eastern and Western Championships
 - National Xcelebration
 - Development Program Camps
 - Regional Congress
 - National Congress
 - Compulsory Workshops
- Support the planning and execution of program initiatives in partnership with internal departments.

Qualifications and Experience

- Bachelor's Degree in Sports Management, Business Administration, or a related field, or equivalent professional experience
- Experience working within the gymnastics community is required.
- Experience managing large-scale events, athlete development programs, or sport operations preferred.
- Demonstrated ability to collaborate with committees, coaches, and stakeholders within a national governing body environment.
- Strong understanding of gymnastics, competitive structures, and athlete development pathways.
- Knowledge of USA Gymnastics policies, SafeSport requirements, and governance structures.
- Excellent organizational and project management skills.
- Strong communication and leadership abilities.
- Ability to manage multiple complex programs simultaneously.

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

- Frequent travel is required for competitions, camps, and educational events.
- Evening and weekend work required during competition seasons, camps, and major events.
- Position requires the ability to work effectively with athletes, coaches, volunteers, and organizational leadership.

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