



## USS Membership Coordinator

<b>Job Title:</b>	Membership Coordinator
<b>Target Start Date:</b>	September 1, 2025
<b>Area:</b>	National Headquarters (Salt Lake City, UT)
<b>Department/Unit:</b>	Administration
<b>Reports to:</b>	Membership Director / Director of Finance

### **About US Speedskating (USS):**

USS is the National Governing Body for the sports of Long and Short Track Speed Skating in the United States. From Pond to Podium, we are US Speedskating (USS). We grow and nurture a sport where all ages can experience the thrill of speed and the camaraderie of the skating community. USS is responsible for the development of speed skating from grassroots to success at the Olympic Games. USS is recognized by the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU) as the governing body for the sport of speed skating in the United States. **USS has won 91 Olympic medals.** USS is a 501(c)3 non-profit organization.

### **Position summary:**

The Membership Coordinator is a full-time position that reports primarily to the Membership Director and secondarily to the Director of Finance. The position provides support to USS' 2000 members by providing outstanding customer service on membership related benefits and inquiries. The position manages the day-to-day relationship with USS' membership software provider. Athlete safety is a primary service area, and the Membership Coordinator will manage certification, processing of complaints and the relationship with the U.S. Center of SafeSport. The position works closely with other USS staff and departments in meeting the goals of the organization.

Office hours are from 9am to 5:30pm (8 hours) within a typical Monday to Friday workweek. Occasional travel during the year may be required and flexibility for occasional evenings and weekend hours should be expected as much of the sporting environment occurs during non-office hours, especially during the competitive season from September through March. This position works primarily at the USS National Office, currently located at the Utah Olympic Oval in Kearns, Utah.

**Primary roles and responsibilities:**

- Execute duties under the direction of the Membership Director, with secondary support to the Director of Finance and Operations.
- Provide administrative support for membership programming, including drafting documents, managing communications, and organizing outreach efforts.
- Regularly utilize the membership services database for operational needs and direct communication with USS members.
- Serve as the primary point of contact for membership-related inquiries via phone and email.
- Build, manage and grow the promotion and fulfillment of various membership benefits.
- Represent USS staff on internal committees such as the Membership Task Force and participate in other committees or task forces as assigned.
- Work with the Marketing/Communications department on Alumni related tasks.
- Oversee general office operations, including communication with athletes and members, postal/shipping needs, office supply orders, and other administrative tasks.
- Manage USS vehicle agreement forms, check-outs, returns, and maintenance scheduling.
- Provide administrative support to the Executive Director and Director of Finance as needed.
- Assist with basic accounting tasks, including but not limited to data entry, expense tracking, and deposits.
- Assist High Performance Manager with apparel inventory and distribution.
- Help maintain and update records for officials and coaches in the USS database.
- Attend Long Track and Short Track Age Group Nationals each season for member outreach and program promotion.
- Perform other duties as assigned by the supervisor.

**Additional budget and financial responsibilities:**

- Operate within established budgetary guidelines and actively contribute to achieving USS organizational goals.
- Collaborate with the Membership Director to plan and manage specific budget items.
- Ensure adherence to USS financial policies and procedures.
- Prepare accurate and timely expense and budget reports as required.
- Offer suggestions for improving budget efficiency and effectiveness where applicable.
- Support the Director of Finance with the distribution of funds to athletes and federations during the competitive season.

**Skills and qualities:**

- Exceptional customer service, communication, and organizational skills with a strong attention to detail.
- Ability to work independently and be receptive to guidance and feedback.
- Proven flexibility and capable of managing multiple tasks and projects simultaneously.
- Advanced computer proficiency, including data entry and experience with Microsoft Office Suite.
- Basic understanding of membership database management systems.



- Familiarity with the structure and activities of U.S. Speedskating (USS) or other National Governing Bodies.
- Experience in membership development, as well as in providing support services.
- Working knowledge of sport organizations and governing structures, including:
  - International Skating Union (ISU)
  - United States Olympic & Paralympic Committee (USOPC)
  - Utah Olympic Legacy Foundation (UOLF)
  - Utah Olympic Oval (UOO)
  - Pettit National Ice Center (PNIC)

**Qualifications:**

- Bachelor's degree (B.A. or B.S.) preferably in a related field.
- Basic understanding of accounting principles and experience with QuickBooks.
- 1-5 years of work experience.
- Proficient in Microsoft Office.
- Proficient in Google online work tools (Google Docs, Sheets, etc.).
- Passion for Olympic Sport.
- Clean background screening (upon employment).
- SafeSport Certification required (upon employment).

**Miscellaneous:**

- This is an at-will employee position.
- Simple IRA plan provided by USS.
- Approximately 10 paid vacation days plus company holidays.
- Medical, dental and vision Health insurance and related benefits provided.
- US Passport required and ability for domestic and international travel.
- This position is located at the US Speedskating National Headquarters, located in Kearns, Utah, at the Utah Olympic Oval.

**Hiring Pay Range:**

\$37,000 - \$42,000 per year depending on experience.

**Application Process:**

Candidates seeking a mission-driven, energetic environment, eager to make a positive impact on USS and its athletes are encouraged to apply.

Interested candidates should send a cover letter and resume via email no later than August 1, 2025, to Sara Bowles at:

[sbowles@usspeedskating.org](mailto:sbowles@usspeedskating.org)