

Position: High Performance Manager**Summary**

The High Performance Manager is responsible for supporting the Director of Sport Performance in the execution of the USA Bobsled/Skeleton High Performance Plan. This position will assist with the planning, coordination, and delivery of high performance initiatives that support USA athletes across domestic and international competitions, including North American Cup, European Cup, World Cup, World Championships, and Olympic Games.

The High Performance Manager will lead specific projects assigned by the Director of Sport Performance, support communication and coordination across coaches, athletes, staff, and external partners, and travel on the World Cup tour to assist with performance data collection, analysis, and reporting for the bobsled and skeleton teams.

USA Bobsled/Skeleton is dedicated to providing an athlete-focused training environment built on the development of the whole athlete. Our goal is to provide a positive and competitive training culture by teaching physical, mental, and technical skills. USABS strives to be the world leader in bobsled and skeleton training, competition, athlete well-being, and performance innovation.

Duties and Responsibilities

1. Support the Director of Sport Performance in the execution of the USABS High Performance Plan, including short-term and long-term performance goals.
2. Assist in creating a culture of passion, teamwork, support, innovation, transparency, and clear communication throughout the organization.
3. Help provide a safe, positive, and ethical environment for all athletes, coaches, staff, and contractors.
4. Lead specific high performance projects as assigned by the Director of Sport Performance, including sport science, technology, data analytics, athlete tracking, and operational initiatives.
5. Travel on the IBSF World Cup tour to support the skeleton team with performance data collection, video review, timing analysis, training documentation, and post-race reporting.
6. Assist coaches and staff with organizing, analyzing, and communicating performance data in a way that supports athlete development and competitive decision-making.
7. Support the development and maintenance of athlete depth charts, performance tracking tools, and athlete progress reports.
8. Assist the Skeleton Head Coach with the coordination of season planning, athlete reviews, team camps, team trials, training blocks, and other high performance activities.
9. Help manage and organize athlete, coach, and staff communication related to high performance planning, logistics, policies, and procedures.
10. Support athlete recruitment and talent identification initiatives for bobsled and skeleton, including outreach, combines, rookie camps, sliding schools, athlete evaluation, and onboarding of prospective athletes into the USABS development pathway.
11. Assist with IBSF-related administrative needs, including athlete licenses, race entries, quotas, qualification tracking, and competition documentation.
12. Support the planning and implementation of sports science, biomechanics, technology, equipment, and research projects.

13. Support equipment and sled development through performance innovation, data analytics and technology initiatives, in collaboration with the Lead Technology & Performance Coach.
14. Work closely with coaches, athletes, medical staff, and external partners to ensure high performance initiatives are aligned and effectively delivered.
15. Help prepare reports and updates for the Director of Sport Performance, CEO, USOPC Sport Performance staff, and other key stakeholders as requested.
16. Support budget tracking, expense management, and project planning within approved high performance budgets.
17. Maintain current knowledge of bobsled and skeleton performance trends, IBSF rules, sled technology, athlete development strategies, and international competition standards.
18. Develop and maintain positive working relationships with athletes, coaches, USABS staff, the USOPC, IBSF, UOP, ORDA, and other key partners.
19. Other duties as assigned.

Skills

- Ability to work effectively with athletes, coaches, staff, contractors, and external partners.
- Strong project management skills with the ability to manage multiple priorities in a fast-paced environment.
- Ability to collect, organize, analyze, and communicate performance data in a clear and useful manner.
- Understanding of high performance sport environments, athlete development, and international competition structures.
- Ability to work as part of a multi-functional team to support the goals of the USABS strategic plan.
- Ability to travel domestically and internationally, including extended travel during the World Cup season.
- Strong attention to detail and ability to maintain accurate records, reports, and performance documentation.
- Ability to adhere to the USABS Code of Conduct, policies, procedures, bylaws, U.S. Center for SafeSport policies, and USOPC coaching ethics.
- Experience with AI.
- Coding skills such as Python and MATLAB are a plus.

Experience

- 3–5 years of experience in Olympic sport, high performance sport, sport operations, coaching support, sport science, data analytics, or a related field.
- Experience working directly with athletes, coaches, and high performance teams preferred.
- Experience with performance data collection, video analysis, timing analysis, athlete tracking, or sport technology preferred.
- Experience with athlete recruitment, talent identification, combines, athlete development, or elite sport recruiting preferred.
- Bachelor's degree in sport management, exercise science, data analytics, kinesiology, biomechanics, or a related field required.
- Master's degree in a related field preferred.
- Experience traveling with a national team, professional team, collegiate team, or elite sport program preferred.

- Knowledge of bobsled and skeleton is preferred but not required.
- Successful background check and SafeSport Training required.

Supervisor: Director of Sport Performance

Location of Employment: Charlotte, NC

Employment Status: Permanent, Full-time Position

Hours of Work: The nature of the position demands flexible hours until work is completed to meet the requirements, including but not limited to working extended hours, evenings, and weekends, particularly in-season and during off-season camps. Candidates must be willing and able to travel 120+ days per year, on various IBSF tours and to related bobsled and skeleton events.

USA Bobsled/Skeleton is an equal opportunity employer committed to providing a work environment that respects diversity and is free from discrimination. USABS shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

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