



U. S. Figure Skating

Manager, High-Performance

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Manager, High-Performance. U.S. Figure Skating is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

Description and Responsibilities Include:

Team USA

The High-Performance Manager will work with the Manager, Team USA with:

- Completing out SafeTrip Insurance forms
- Entering flight information in the ORS
- Provide staff and athlete per diem amounts

Compliance:

- Ensure all athlete agreements are completed
- Assist with the Competition Readiness process for all International Selection Pool for the competitive season
- Ensure all Team USA delegation has completed all requirements including
 - Valid passports for the competition season
 - SafeSport/Skate Safe
 - Background Screens
 - USADA/WADA, includes USADA HealthPro Advantage Course
 - Coaching Compliance
 - Validation of medical provider's professional license
 - High Performance Database (Ex3) and ISU portal requirements
 - COVID and/or other health declarations, including vaccination status
 - Insurance requirements
 - Declaration from for the ISU

Athlete Services:

Funding

Work with the Manager, Team USA with:

- Athlete Support Funding (ASUPP)
- Performance Enhancement and Tracking Funding (PET)
- Bonus Funding Program (Enhanced Operation Gold, World Team Training Funding, Pairs and Dance Incentive Program)
- Direct Athlete Support (ASUPP for USOPC-funded athletes, Operation Gold, Emergency Funding, EAH)

Scholarships, In-State Tuition, and support letters:

Assist the High-Performance athletes with:

- In-State Tuition opportunities
- ISU Scholarship opportunities
- Letters for college admission
- Letters for absence from school due to international events and/or U.S. Figure Skating functions

Sports Science and Medicine:

Assist the Director, Medical and Performance Services with:

- Implementation of Healthy Roster platform
- Logistic support for the Sport Science and Medicine Focus Group
- Ensuring that the most up to date CVs are on file for all medical providers being considered for assignment to international events and domestic camps/events
- Inventory management and distribution of medical equipment
- Apparel and equipment distribution

Assist the Director, Medical and Performance Services and the Sports Science and Medicine Chair with:

- Support in identifying the list of medical providers for the season and obtaining their availability for medical coverage for camps and events (international and domestic)
- Drafting and distributing invitation letters and replacement letters to medical service providers

Logistics Support:

Assist the Athlete High Performance department with:

- Logistics support for camps
- Logistic support for feedback sessions at events
- Compliance for staff for camps and seminars

Other duties as assigned

Qualifications:

- Applicant must hold a bachelor's degree required.
- Experience with a national governing body or the USOPC is a plus
- Ability to work both independently and in a team environment, relationship building, customer service, attention to detail, and timeliness.
- Successful applicant must have highly developed organization and planning skills; the ability to work on multiple projects simultaneously while meeting deadlines; extensive written and verbal communication skills; the ability to establish rapport with corporate partners; a willingness to work some evenings and weekend hours as needed and the ability to travel for key U.S. Figure Skating events.
- All candidates must possess strong computer skills, preferably PC platforms, including Word and Excel.

Location: Colorado Springs, Colorado (Hybrid)

U.S. Figure Skating has a flexible work environment. Employees are required to work from the office three days per week; additional temporary remote opportunities exist throughout the year based on the organization's business operations.

Classification: Exempt

Reporting Requirement: Reports to Senior Director, Athlete High Performance

Compensation: Commensurate with experience: Annual Salary Range: \$48,000 to \$53,000

Application: Send letter of application and resume to:
Mitch Moyer, Senior Director of Athlete High Performance, at
mmoyer@usfigureskating.org.
Justin Dillon, Director High Performance Development at
jdillon@usfigureskating.org

Please note telephone calls will NOT be accepted

Review of resume and applications will begin immediately, and applicants will be accepted until position has been filled.