

Senior Manager, Coach Education & Learning Experiences



U.S. FIGURE SKATING

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado. 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 based on 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.

Don't Meet Every Requirement? If you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. Your unique combination of passion, skills and experience could make you the right candidate for this position.

POSITION DESCRIPTION

The Senior Manager, Coach Education & Learning Experiences works in the Sport Development and Strategy Department with the coaching team to create and deliver educational materials and programs for U.S. Figure Skating coaches and relevant constituents. A key focus is to nurture relationships with the coaching community to guide the delivery of relevant and impactful coach education resources, materials, and curriculum, with significant focus on accessibility and the ability to reach coaches at all stages of their professional development.

DUTIES AND RESPONSIBILITIES INCLUDE

- Support the Director, Coach Development & Education in the execution of education and the certification/accreditation curriculum delivery.
- Manage the content, curriculum, faculty/presenters for *Coaches Studio* interactive digital educational programs including regular webinars, and virtual workshops for continuing education.
- Oversee written materials to support coach education.
- Manage subject matter experts/contractors to provide specialized content for written materials, webinars, video content, etc.
- Manage *CoachConnect Live* and *Coach the Future* intensive mentoring and learning experience programs.
- Manage and deliver a program for clubs to provide local education/workshop programs for coaches that can earn continuing education credit.
- Oversee the curriculum and delivery of in-person workshops as needed.
- Facilitate communication within the coaching community to understand the needs, gaps and support ideas and plans to address these gaps.

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- Work with the Coaches Council, coaching community and/or other U.S. Figure Skating committees to develop skill progression materials for coaches' education, in alignment with the American Development Model.
- Work collaboratively with the Membership team to support the growth and transition of entry-level/Learn to Skate Coaches into the U.S. Figure Skating Coach I.C.E. program.
- Work collaboratively with the High-Performance Department to support a master education plan for synchronized skating coaches.
- Provide support to the U.S. Figure Skating Coaches Council as needed, including administrative tasks.
- Development and delivery of Parents' Information that supports their understanding of coaching.
- Additional tasks as assigned.

QUALIFICATIONS

To perform this job successfully, the candidate must be able to perform each essential duty above to the highest level. The requirements listed below are representative of the knowledge, skill, and/or ability needed to be a successful candidate.

- Applicant must have experience as a successful figure skating coach; preferred 10-years+ experience at various levels throughout the sport.
- A bachelor's degree preferably in a field related to education, sports management, sports science, etc., is preferred.
- Proficient computer/technology skills, especially related to video technology used by coaches.
- Leadership experience within figure skating, such as skating director, head coach, synchronized skating director, club leader, etc.
- Excellent written and verbal communication and interpersonal skills
- Excellent organizational and project management skills.

LOCATION

Colorado Springs, Colorado (Hybrid)

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

COMPENSATION

\$60,000 - \$70,000

CLASSIFICATION

Exempt

REPORTING REQUIREMENT

Reports to Director, Coach Development & Education

Senior Manager, Coach Education & Learning Experiences



APPLICATION

Please send letter of application and resume to:
Marlene Heck, Human Resources Coordinator
mheck@usfigureskating.org

Please note telephone calls will NOT be accepted.

Candidate review will begin immediately. Applicants will be accepted until the position has been filled.