



POSITION TITLE: Education Manager

SUMMARY:

The Education Manager will lead USAA's education strategy to develop athletes, coaches, judges and the club leaders within the framework of USAA's established competency matrices, the athlete development model, high performance ethos and the quality coaching framework.

ESSENTIAL FUNCTIONS:

- Develops world class educational program offerings, to include sport specific curriculum and professional development opportunities for staff, volunteers, athletes, coaches, judges and club leaders in accordance with educational best practices.
- Manages USAA's instructor, coach and judge online certification programs, to include the development and edit of SCORM files and other resources.
- Monitors statistics and member feedback for USAA online and in person course offerings and implements measures to improve course registrations, access and completions within the USAA membership services platform and learning management system.
- Provides innovative recommendations to increase the number of educational courses offered with focus on developing athletes, coaches, judges and club leaders within established competency charts and in accordance with the athlete development model and quality coaching framework.
- Manages grant programs to increase diversity, equity, inclusion and access within the coach and judge pipeline.
- Measures and reports instructor and coach satisfaction, recruitment and retention statistics and implements recruitment and retention initiatives to grow the number of certified instructors, coaches and judges with a focus on high performance athlete development within youth and collegiate clubs.
- Leads instructor certification courses at USAA training academies in support of grants, national partnerships and other grassroots initiatives, to include development and promotion of adaptive instruction.
- Coordinates and leads facilitations of the USAA Virtual Symposium, Coach's Workshop and/or other archery instructor and coach practical courses.
- Assists USAA staff to selection coaches for the High Performance programs and international teams and manages the Coach and Judge Observer Program.
- Provides editorial calendar and content updates for communications for print, mail, email, social media and website distribution to include the High-Performance and Judge Newsletter.
- Coordinates the Coach of the Year and Judge Service Awards.
- Leads the Coach Advisory Council.

GENERAL DUTIES:

- Fields general email, mail and phone call inquiries
- Develops forms and policies
- Maintains historical records

- Attends USAA staff and other meetings

TOOLS/EQUIPMENT:

- Standard Office Equipment

TRAVEL:

- Travel Required

CONDITIONS:

- Office in Colorado Springs, CO (Remote office location may be considered)
- Employee will sometimes be required to work evenings, weekends and/or holidays

MINIMUM QUALIFICATIONS

- Bachelor's degree required
- Experience building SCORM files in Chameleon or similar
- MS Office and database proficiency
- Strong copywriting and communication skills
- Video editing skills, preferred
- Must demonstrate organizational skills and attention to detail
- Proven ability to manage multiple projects and priorities
- USAA Level 3 or Higher Coach Certification, preferred

POSITION REPORTS TO: DIRECTOR OF SPORT DEVELOPMENT

COMPENSATION: \$ 60,000 to \$75,000. This position is exempt.

Eligible for Annual Bonus: Yes

Benefits:

- Paid Vacation
- Paid Sick Leave
- Paid Time Off
- Employer contribution toward Medical, Dental, and Vision insurance coverage
- Employer paid Basic Life Insurance and AD and D, 60% Short-Term and Long-Term Disability
- Health Care and Child Care Flexible Spending Account
- Health Savings Account if enrolled in certain high deductible medicals plans
- Simple IRA participation following qualifying period (Currently employer match up to 3% salary of salary)
- Eligible to enroll in other supplemental/voluntary coverage

We do not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, handicap, or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based on job-related factors.

APPLICATION PROCESS:

Send Cover Letter and Resume to:

Email: cgrieser@usarchery.org

Deadline for Resume Submission: August 9th, 2024, 5PM MT