

USA Water Polo, Inc.

POSITION DESCRIPTION

POSITION TITLE: Women's National Teams Coordinator

REPORTING TO: Olympic Development Manager

POSITION PURPOSE

Responsible for the administration and coordination of the Women's Senior National Team program for USA Water Polo. Provide oversight and budgetary reconciliation by working closely with the Controller. Manage the Women's National Teams in areas of scheduling, planning, events, fundraising and compliance. Responsible for accurate and up-to-date recordkeeping for all national team and athlete data. Serve as liaison for the Women's National Team to other departments within USA Water Polo including Media, Marketing, Sport Development and Events. Function as Team Leader and Head of Delegation on all women's international and domestic trips, including Pan American and Olympic Games. Assist in creating an environment that enhances the opportunity for the success of our Women's National team at the International level. Act as a liaison between the Women's National Team and Olympic Development Manager and other related National Training Center staff to ensure proper reporting and relationships are maintained.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Performs annual budget development and preparation for the Women's National Teams working in conjunction with the Olympic Development Manager and Women's Head Coach
- Completes budget reconciliation with the Controller on a regular basis through expense and cash flow reporting and income and revenue processing
- Oversees, manages and implements all travel and logistics for the Women's Senior National Team, ensuring all financial and organizational policies are adhered to
- Serves as primary Head of Delegation and Team Leader for all domestic and international competition/training trips, including World Championships, World Cup, Pan American Games, World League and the Olympic Games
- Provides information to and assists Olympic Development Manager with department needs including calendar management, reporting of travel and logistic planning, correspondence preparation and other compliance issues as needed
- Supply necessary athlete and team information to the Olympic Development Manager in regard to required compliance and reporting with the USOC, US Anti-Doping Agency and the Athlete Advisory Council

- Working closely with the Olympic Development Manager to ensure sponsorship fulfillment and obligations are met by the Women's National Teams through coordination of efforts
- Coordinate and submit requests for outfitting and other sponsor needs from the available sponsor inventory catalogs and maintain on-hand team inventory lists after receipt
- Develop and establish a relationship with the media department by providing accurate and consistent information regarding the promotion of the Women's National Team in relation to events, rosters, tryouts, and other programming and team information
- Conduct athlete meetings to distribute, inform and collect required athlete data to provide to the Olympic Development Manager for file maintenance and compliance while maintaining the confidentiality of personal data
- Oversee, coordinate and compile statistics, win/loss records and other performance metrics as assigned
- Offer support and assistance to the Olympic Development Manager by ensuring compliance of all USA Water Polo national team fundraising and other philanthropic policies when working with national team age group staffs and athletes
- Communicate approved national team fundraising goals to athletes in order for them to achieve designated goals
- Support the Olympic Development Manager in aspects of national team fundraising projects such as the Annual National Teams Golf Tournament, National Age Group Team a-thons, PACE programs and various event silent auctions
- Make available the Women's National Team schedule and availability to support sport development's communication with Zone Chairs to schedule and book PACE Clinics, Private PACE and Coaches Conferences nationwide to insure all athletes are provided the opportunity to learn from national team athletes and coaches
- Schedule and manage all travel and logistics including needed cash advances for Women's PACE Program trips
- Work with Women's National Team Head Coach to provide necessary information to the Olympic Development Manager in order to schedule, coordinate and provide communication on ODP Championships for the Women's Junior and Youth programs
- Work closely with Events, Olympic Development Manager and Marketing on all Women's National Team events as assigned
- Establish and maintain strong communication and assistance with other departments within USA Water Polo such as Finance, Media, Events, Marketing and Sport Development
- Ensure a positive relationship with other user groups at the National Training Center to ensure cohesiveness and promotion of good will and image of USA Water Polo
- Participate in national team projects as requested by the CEO and Olympic Development Manager
- Assist, serve and inform related departments as needed; provide back-up support when requested
- Coordinate activities with Olympic Development Manager at the National Training Center for scheduling and communication purposes
- Other duties as assigned

PERFORMANCE MEASUREMENTS

- Work is planned, communicated and executed in a timely way
- Resources are managed wisely and within budget
- Conducts business and relates to colleagues with civility and integrity
- Achievement of National Team Event and Fundraising goals
- Travel and team arrangements on location are handled efficiently and smoothly

- Air travel is booked by deadlines and follows the USA Water Polo Travel Policy
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QUALIFICATIONS

- Bachelor's Degree
- Minimum 2 years in Sports Management and Administration
- Outstanding recordkeeping and data reporting skills
- Excellent organizational skills and knowledge of group dynamics
- Strong diplomatic skills
- Computer functionality and familiarity with databases
- Must be willing to travel extensively and work flexible hours
- Ability to manage multiple projects and meet deadlines
- Ability to work well with others as a team player

At-Will Employment. All employment with USA Water Polo is “at-will”. This means that it is indéfinité and not for any specific period of time and it can be terminated by you or by the organization at any time, without advance notice or procedures, and for any or no particular reason or cause. It also means that the organization reserves the right to change, in its sole discretion, the terms and conditions of your employment including, but not limited to, your job duties, title, responsibilities, work location, reporting level, compensation and benefits, as well as the organization's personnel policies and procedures. Although other terms and conditions of employment with the organization may change upon simple notice to you, the “at-will” nature of employment with the organization shall remain unchanged during your tenure as an employee of the organization, and can only be changed by an individualized written agreement, expressly contrary to at-will employment, that is signed by you and by the organization's CEO.

USA Water Polo
2124 Main Street, Ste. 240
Huntington Beach, CA 92648

USA Water Polo, Inc., is an equal opportunity employer, and is committed to inclusion and a diverse workforce.

IF INTERESTED, PLEASE CALL THE USOC CAREER SERVICES DEPT. AT 1-800-933-4473, Extension 1.