



TITLE: USA Shooting National Paralympic Program Manager

RESPONSIBLE TO: Chief Operating Officer

COORDINATES WITH: USA Shooting Staff and National Team coaches, USAS Board of Directors, USOPC Paralympic High Performance Team, Paralympic-eligible athletes, National Paralympic Team members, Armed Forces World Class Athlete Program, and the Veterans Administration.

POSITION SUMMARY:

The National Paralympic Coach/USA Shooting National Paralympic Program Manager is responsible for managing and coaching the USA Shooting Paralympic Program that includes long-range planning, development, and execution of all facets of Paralympic shooting sports in the United States. This includes coaching the technical aspects of international rifle and pistol shooting, as well as physical training, mental training, and building a High Performance Plan with our partners at the USOPC. Evaluating, recruiting, developing, and preparing athletes to win medals in domestic and international Paralympic competitions is the primary goal. This position is located in Colorado Springs at the Olympic and Paralympic Training Center, but immediate relocation is not required due to the COVID-19 pandemic.

QUALIFICATIONS:

Bachelor's degree or equivalent in a field relevant to the duties of the position. Background should include management of organized shooting programs, experience in coaching entry-level to elite-level shooters, and knowledge of the technical and psychological needs of high potential athletes. This position requires the knowledge, experience, and temperament to work with physically disabled athletes, including those who may have sustained injuries in combat. High-level competitive shooting and/or coaching credentials desired. Qualified candidates will demonstrate a strong ability to work with boards and committees and solid written and oral communication skills; expert interpersonal relations is an important attribute. Proficient in productivity applications (MS Windows, Outlook, MS Office including Word, Excel, and PowerPoint). Basic budgeting and financial planning skills essential. This job will require a team-oriented, self-starting, multi-tasker who enjoys a challenge and has the proven ability to inspire athletes.

AREAS OF RESPONSIBILITY:

1. Establish, coordinate, and conduct training programs for the Paralympic National Team and Development Team; prepare elite Paralympic athletes for success at national and international competitions.
2. Prepare annual budget and operate the Paralympic program to accomplish USA Shooting goals within the approved budget.
3. Track and report expenditures against grants from the USOPC and other entities
4. Coordinate and plan travel with USAS Team Operations Manager

5. Manage the Paralympic Resident Athlete program, and coordinate resident resources with HP Manager
6. Coordinate with USA Shooting Competitions Manager and conduct Paralympic competitions integrated with USAS sanctioned competitions (from local matches to US Shooting Team selection matches); advise on results; build strategies to win Paralympic Quota Slots and Paralympic Medals.
7. Serve as Paralympic team leader/coach at domestic and foreign training and competitions.
8. Make presentations at formal and informal training activities, committee meetings, civic groups, and other public forums.
9. Write formal inquiry responses, program policies, reports, and articles for publication.
10. Maintain the highest level of technical proficiency in coaching and sports science; seek continuing education opportunities offered by USOPC, or other coaching organizations.
11. Support athletes in the classification process to ensure they are accurately classified
12. Promote, coordinate, and facilitate grassroots Paralympic shooting programs. This position must proactively seek out participants and build Paralympic programs.
13. Promote and enhance the image of competitive shooting in the United States.
14. Administer range-appropriate safety programs.
15. Act as staff liaison to the USAS Board of Directors on Paralympic issues.
16. Maintain assigned range and storage areas for proper functioning, neatness, security, and proper signage.
17. Other duties as assigned.

COMPENSATION: Compensation will be commensurate with the candidate's qualifications. This is a full-time position and includes medical benefits and a 401k with matching.

SUBMISSION and SELECTION PROCESS: Candidates should submit the following information in an email to media@usashooting.org with the subject line "Paralympic Manager":

1. Resume highlighting coaching experience and position requirements
2. Cover letter stating the unique qualities you would bring to the program
3. Contact information for 3 references (references will not be contacted unless you are a finalist)
4. USA Shooting membership number (not required to be considered)

Candidates will be screened based on the information provided and up to 4 may be interviewed by a combination of USAS Staff, athletes, and board or committee members. Offers will be contingent on passing the required background checks and the completion of SafeSport online training.