

TITLE: Head Coach/ High Performance Director USA Sitting Teams  
REPORTING TO: USAV Chief Executive Officer and  
Director, USA Disabled Programs

## JOB DESCRIPTION

Direct the Women's and Men's National Sitting Teams and High Performance Programs

- a) Recruit, evaluate and select athletes into the National Team program and pipeline, based at the University of Central Oklahoma (UCO).
  - Develop, implement and oversee training and evaluation programs for athletes.
  - Develop, maintain, and enforce a Player Policy Manual or appropriate policies.
  - Make final determinations of athletes to represent the United States in National Team events.
- b) Financial responsibilities for National and High Performance programming
  - Prepare and manage High Performance & National program budgets, with the Director of Disabled Programs and the US Paralympics.
  - Participate in the strategic planning process.
  - Oversee and manage the financial process as it involve High Performance teams, camps, clinics, tryouts, and any other programming.
  - Participate in all budget review meetings by phone, as required.
  - Review contracts as requested by US Paralympics and the Director of Disabled Programs.
- c) Select, train and evaluate assistant coaches.
  - Interview, make recommendations, and evaluate assistant coaches and support staff.
  - Make final determinations of coaches to represent the United States in National Team events.
- d) Coordinate all National Team competitions.
  - Plan and develop, in consultation with senior staff, an annual competitive schedule for the National Team.
  - Manage all aspects of involvement in competitive matches.
  - Develop and manage National Team consultant involvement.
  - Develop, implement, and oversee opponent scouting program.
- e) Coordinate elite player selection and development with Coordinator, Sitting Volleyball Programs.
  - Consult on selections for elite coaches development program.
  - Consult on elite player evaluation and tracking system.

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- f) Assist with general team management responsibilities.
- Support personal and media appearance requirements.
  - Manage USADA Compliance by Athletes
  - Maintain positive, regular and constructive communication/involvement between HP Program operations and the leaders of ROD, YJOVD, and CAP.
  - Liaison with UCO Staff and administrative policies as required.
  - Submit necessary reports to US Paralympic and USAV P.R. Departments for necessary releases, web site updates and storied, news and magazine articles, and media publications.
  - Provide input and recommendations regarding office, gymnasium, media and other operational needs.
  - Make recommendations to the US Paralympics and USAV CEO for Head of Delegation(s), when necessary, for all International events/tours.
  - Oversee the execution of an evaluation/tracking program for high performance athletes and coaches.
  - Oversee the maintenance of records on teams (competitive results, individual statistics, photo and biographical materials, alumni list etc.).
  - Conduct Performance Appraisals in a timely and professional manner in accordance with corporate policy and procedures.
  - Assist the Director of Disabled Programs in any management matters upon request.

TOOLS/EQUIPMENT:

- Standard office equipment
- Volleyball training and sport science equipment

CONDITIONS:

- Office environment in multi-story building on multi-building site
- Sport training and competition venues.
- Hotels, dormitories and other camp and competition environments
- Provision of assistance and accommodation to athletes with a range of physical disabilities
- Significant national and international travel
- Position based at University of Central Oklahoma, Edmond, OK  
[www.uco.edu](http://www.uco.edu)

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MINIMUM QUALIFICATIONS:

- Bachelor degree - Sports Administration, Coaching, Physiology, Exercise Science, Education or related field preferred;
- Minimum seven (7) years coaching at the elite junior, collegiate, national or international level; or the equivalent in competition and sport management. Work with Paralympic programs desirable.
- Minimum three (3) years as a head coach leading two or more coaches, or equivalent supervisory experience.
- Proven ability to promote sport performance; experience with DataVolley software desirable.
- Demonstrated leadership of athletes and staff
- Exceptional organizational skills and attention to detail
- Excellent written and oral communication skills
- Strong customer service skills

Please send resumes, with three references we may contact (reference letters not necessary) to one of the following:

- Email: [john.kessel@usav.org](mailto:john.kessel@usav.org)
- Fax: (719) 228-6899

John Kessel, Director

USAV Membership Development & Disabled Programs  
715 South Circle Drive  
Colorado Springs, CO 80910

Deadline for resume submission: Position will remain open until filled  
Salary range: Commensurate with Experience