

USA Water Polo, Inc.

POSITION DESCRIPTION

POSITION TITLE: Olympic Development Program Coordinator

REPORTING TO: Olympic Development Manager

SCOPE OF POSITION

Support the Olympic Development Department in a variety of areas including but not limited to finance, events, and travel. Manage the Olympic Development Program and the Programs for Athlete and Coaches Education. Coordinate travel and schedule for the Olympic Development Director and Manager.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Monitor and track all Olympic Development Program (ODP) and Programs for Athlete and Coaches Education (P.A.C.E.) expenses and income and ensure expenses and income are recorded in the appropriate classes and accounts
- Assist in the marketing of P.A.C.E. clinics and conferences, the annual Golf Tournament, and age group fundraising
- Approve ODP and P.A.C.E. cash advances and/ or travel approval forms based on the approved budgets
- Monitor and track ODP and P.A.C.E. cash advances to ensure expense reports are being submitted in a timely manner
- Coordinate all P.A.C.E. clinics and conferences including travel, registrations, payments, rental fees, sanctions, equipment, materials
- Monitor ODP financial deadline calendar to ensure all payment obligations are being met
- Process registration forms and ticket orders for various Olympic Development Department events
- Monitor and track ODP athletes' payments
- Coordinate travel logistic for participants and staff for ODP related events
- Provide administrative support to the Director of Olympic Development
- Assist the Olympic Development Manager on National Team events
- Assist members of the Olympic Development Department on any special projects
- Assist in the ordering and inventorying of department supplies and apparel

- Perform other duties as assigned

PERFORMANCE MEASUREMENTS

- Cash advances and expense reports are submitted by deadlines
 - Resources are managed wisely and within budget
 - Organization of P.A.C.E. clinics and conferences
 - Accuracy of Olympic Development Program budget reports
 - ODP payments are tracked accurately and are collected by deadlines
 - Conducts business and relates to colleagues with civility and integrity
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QUALIFICATIONS

- Bachelor's degree preferred
- Related experiences as an administrative assistant & managing budgets
- Excellent communication and written skills
- Calendar management and ability to multi- task required
- Exceptional customer service skills
- Knowledge of Excel, Word and Outlook

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, Suite 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.