

USA SHOOTING

Position Description

10/9/2018

TITLE: National Paralympic Coach/USA Shooting Paralympic Program Manager

RESPONSIBLE TO: Director of Operations

COORDINATES WITH: USA Shooting staff and National coaches, Board of Directors, USOC Paralympic Division, ISCD, Paralympic-eligible athletes, National Paralympic Team members.

POSITION SUMMARY:

The National Paralympic Coach/USA Shooting 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 the Paralympic program. 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. Evaluating, recruiting, developing, and preparing athletes to win medals in domestic and international Paralympic competitions is the primary goal.

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 elite 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. 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 XP, Outlook, MS Office including Word, Excel, Access, PowerPoint). Financial management and planning skills essential. This job will require a team-oriented, self-starting, multi-tasker who enjoys a challenge and exudes a winning attitude.

AREAS OF RESPONSIBILITY:

1. Establish, coordinate, and conduct training programs for the National Paralympic 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. Manage the Paralympic Resident Athlete/User Day program.
4. Coordinate with USA Shooting Competitions Division 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.
5. Serve as Paralympic team leader/coach at domestic and foreign training and competitions.
6. Make presentations at formal and informal training activities, committee meetings, civic groups, and other public forums.
7. Write formal inquiry responses, program policies, reports, and articles for publication.
8. Maintain the highest level of technical proficiency in coaching and sports science; seek continuing education opportunities offered by USOC, ISCD, or other coaching organizations.
9. Coordinate sport discipline research.
10. Serve as primary point of contact and expert on discipline coach development programs, schools, and certification.
11. Coordinate with USA Shooting staff, USOC staff, ISCD, and athletes, and other parties.
12. Develop trained assistant coaches; coordinate for training of internationally certified referees.
13. Work closely with Paralympic Classifiers to ensure appropriate classification of competitors.
14. Promote, coordinate, and facilitate grassroots Paralympic shooting programs. This position must proactively seek out participants and build Paralympic programs.
15. Promote competitive shooting programs.

16. Promote and enhance the image of competitive shooting in the United States.
17. Administer range-appropriate safety programs.
18. Act as staff liaison to the USAS Board of Directors on Paralympic issues.
19. Maintain assigned range and storage areas for proper functioning, neatness, security, and with proper signage.
20. Other duties as assigned.

HOW TO APPLY:

Please submit a cover letter, resume and three references to Pete Carson (pete.carson@usashooting.org) by November 1st, 2018.

A handwritten signature in cursive script, appearing to read "Pete Carson".

EXECUTIVE DIRECTOR'S SIGNATURE