



Employment Opportunity

Executive Manager

- Part Time/Half time position requiring flexible time schedule and seasonal weekend active working hours
- Would be responsible for the management of USATF New York's membership rosters.
- Would be responsible for the application, reviewing, and approving of competition sanctions
- Would be responsible for maintaining accreditation statistics for the USATF Associations committee and for our Annual meeting
- Would answer all inquiries of the association that are not asked directly of the association officers
- Responsibility to Schedule and specifically be competition manager for Youth competitions and Youth Championship events and be of assistance when needed at other Association events
- Answer all questions related to membership, club status, DOB certification, sanctions from coaches, athletes, and athlete parents
- Maintain a roster of active clubs for those inquiring re. finding one
- Oversee meet entries, enforce entry deadlines, and maintain a liaison with event timers/scorers
- Order supplies, prepare team packets, download entries, and set up meets in HY-TEK
- Work as liaison with event venues – scheduling, permits and contracts, ensure we follow their requirements
- Act as liaison and association/event/member advocate in dealing with operations staff at USATF National office in Indianapolis
- Work in liaison with the Association's Officials' Chair and Officials' Certification Chair to maintain a strong cadre of active officials for our events
- Work as liaison with our Public Relations manager/web master
- Responsibility to purchase/maintain/acquire/store an inventory of all signage, publicity items, competitive equipment, and awards to conduct all Association competitions
- Maintain and recognize Youth Division Age Group Records
- Assist the Financial chair with some bookkeeping tasks such as: Paying invoices, officials and meet staff, QuickBooks updates, filing documents and reconciling bank statements
- With the assistance and the support of the Board of Directors complete all the management tasks listed in the "USATF-NY Year Calendar" to maintain the Association's compliance for USATF annual certification

Job Qualifications:

- Good communications skills, both written and oral
- Basic office skills (email, spreadsheets, filing, etc.)
- Familiarity with athletics (track and field, long distance running, and cross country) as a competition official, coach, or administrator
- USATF Triple compliance (USATF member, USATF background check, USATF SafeSport trained) required before employment commences.

Training will be done in cooperation with Association officers and USATF video tutorials

Compensation: TBD including expenses, phone, mileage, etc.

Please submit an emailed Letter of interest/candidacy with a brief resume (CV), references, and proposed salary requirements before January 20, 2022 and send it to:

president@newyork.usatf.org; cc. to: greenwaldp@att.net