

Job Announcement:

6/20/2008

USATF-Colorado Chief Executive Officer

Qualifications: Associates/Bachelor degree.

Location: Work from home in the front range of Colorado.

Job Description: Conducts the daily operation of the USATF-Colorado Association on a part time basis. Supports the development of all USATF disciplines and maintains communication with USATF-Colorado Members.

Organization Relationship: Reports to the President, provides information/works with Board of Director Members, and coordinates with Chairman of Sports Committees.

Knowledge, Skills and Abilities:

- Knowledge of USATF-Colorado Bylaws, procedures, and policies.
- Knowledge of USATF regulations, procedures, and policies.
- Strong organizational and interpersonal skills.
- Strong communication skills.
- Ability to establish and maintain effective working relationships with superiors, co-workers, and volunteers.
- Ability to be flexible.
- Ability to work well with Board Members, Sport Committee Chairman, adult & youth athletes, parents, volunteers and coaches from a diverse population.
- Ability to maintain confidentiality with background checks.

Scope of Interpersonal Contacts:

- Youth, Adult, Master Athletes
- Parents
- Officials
- Colorado Board of Directors & Sports Committee Staff
- National USATF Staff & Employees
- Volunteers
- Officials
- Contacts are generally of a nature requiring disseminating and discussing routine information for the coordination of USATF-Colorado operations and competitions.

Responsibilities:

- Creates an organized positive operation of the USATF-Colorado Association to ensure success for individual athletes, officials, volunteers, clubs, with all USATF-Colorado disciplines.
- Maintains the association annual calendar, conducts/coordinates quarterly board of director meetings, and manages the associations' action suspense log.

- Processes USATF-Colorado Memberships and Competition Sanctions w/USATF.
- Maintains and reports budgets expenditures.
- Deposits funds and prepares checks for the Treasurers'/Presidents/signature.
- Prepares information for the association website webmaster to post.
- Answers emails and telephone calls with USATF members/staff.
- Prepares a bi-weekly report to board members on current association status and updates.
- Attends and represents the association at the annual USATF Convention during the first weekend of December if the President is unable to attend.
- Performs other duties essential to the associations' function as required by the President of the Board of Directors.
- Processes and maintains coaches' background checks with appropriate agencies.

Experience: Four years of sports management preferred. Knowledge of USATF-Colorado's programs and policies preferred.

Work Environment:

- Work is generally performed from home with quarterly meetings and a monthly meeting with the president at another location.
- The work is routine, with the disseminating information & policies, coordination of reoccurring meetings, and processing membership/competition sanctions. Preparing bi-weekly reports of essential information for the board members.
- Work is part time usually less than 10 hours per week.
- Employee will operate their own computer for email, budgeting, and document/policy editing. Operate the association Fax machine, and VOIP telephone answering machine.

Physical Demands: The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all inclusive.

- Spends most time in an office environment operating office equipment in your home.
- Oral, visual, and auditory capacity enabling interpersonal communication.

Apply To: Steve Rex, Vice-President USATF-Colorado, 250 Sedona Dr. Colorado Springs, CO 80921. Deadline:

Salary: Based on experience, range of \$4,000-\$6,000/year.

Start Date: Immediately

Please provide resume with three professional work related references and three character references.

Resume arrival deadline July 3, 2008.