

SPORTFOLIO COORDINATOR



REPORTS TO:

Sportfolio Manager

DIRECT SUPERVISOR OF:

N/A

JOB SUMMARY:

Responsible for and maintains completed ownership of a core group of sports in regards to Pool Maintenance, Whereabouts and Testing, and identifying education opportunities.

RESPONSIBILITIES:

POOL MAINTENANCE

- Work with National Governing Bodies ("NGBs") to establish and define sport specific criteria for sport Registered Testing Pools ("RTPs")
- Prepare and send pool requests to NGBs
- Maintain quarterly updates of Out-of-Competition ("OOC") pools in USADA database and hardcopy files
- Maintain all relevant documentation and correspondence regarding athlete enrollment in the USADA Registered Testing Pool
- Maintain information regarding NGB & International Federation ("IF") requirements for RTPs within Simon
- Research to ensure appropriate athletes are included in sport RTPs
- Assist in mailings for athletes and NGBs (Returning Athletes, New Athletes, Legal Guardian)
- Enter/Remove athletes as we learn of Direct Athlete Support ("DAS") or other United States Olympic Committee ("USOC") requirements for athlete inclusion in RTP
- Identify "Tier 1 & 2" athletes within each sport RTP, and track their inclusion in the pool
- Identify "Up and Coming" athletes that USADA should be aware of
- Assist in managing USADA Clearinghouse for sharing of athlete whereabouts with IFs, World Anti-Doping Agency ("WADA") and NGBs
- Ensure accuracy of NGB contact information in Simon database

Whereabouts

- Assist with Athlete login and passwords
- Review and evaluate updates Conduct follow-up when necessary to obtain additional information from athlete related to incomplete submissions, as well as inadequate information Will update Sport Team Manager regarding potential Filing Failures
- Respond to athletes who have questions regarding Whereabouts ("W/A") filings
- Assist Education Services Manager in soliciting feedback from athletes

OOC Testing

- Recommend athletes for inclusion in each draw to Sport Team Manager
- Organize and assign all OOC tests, and monitor Doping Control Officer ("DCO") progress to assess the need for reassignments, testing trips, etc
- Responsible for communication of athlete whereabouts changes to DCOs for OOC Tests
- Research and maintain testing profiles for athletes selected for target testing by Legal, Sport Manager, and/or Olympic Division Director

- Meet testing requirements for all "Tier 1 &2" and other high profile/high risk, as set by the Test Distribution Plan ("TDP")
- Responsible for maintaining Testing History's for athletes that are included in specialized Testing Programs within USADA
- Assist DCOs in the field, and in planning for tests
- Responsible for approving Travel Authorizations for DCOs
- Responsible for coordinating tests requested by other International entities, to include WADA, ANADO-ADS, IF and other NADOs Will coordinate DCO assignment, communication of updated whereabouts, and communication of complete Sample Collection Paperwork to Sportfollio Managers and Program Leads

Event Testing

- Work with NGBs to obtain and clarify yearly Testing Session Planners ("TSPs")
- Ensure submission, tracing and data entry of all Test Session Planners and Event Information Forms ("EIFs") for In-Competition and Camp Testing for assigned sports
- Work with Sport Manager & Director to recommend event numbers to TDP Committee
- Work with NGB to obtain Event Information Form
- Work with Lead DCO to ensure that the each event is staffed, that a site coordinator is contacted, and Selection Criteria is followed
- Work with Sportfollio Managers and Program Leads to develop contracts for user-pay events
- Identify media that may be at the event, and communicate to Communications Director
- Research other events, not included on the regular TDP, that may need to be tested
- Responsible for evaluating DCO invoices to ensure that they are filed within policy/procedure
- Responsible for review, data entry, routing and filing of Sample Collection paperwork for assigned sports

Education

- Work with Sportfollio Manager to identify Education needs of athletes, regarding the Registered Testing Pool, Whereabouts Requirements, TUEs, Event Testing, etc
- Work with Sportfollio Manager and Education Services Manager to develop and execute a education initiative for specific Education needs

General

- Recommend necessary updates and revisions to USADA protocol and procedures related to Pool Maintenance and Testing
- Assist with review, data entry, routing and filing of Sample Collection paperwork as needed
- Evaluate and complete DCO and Support Staff invoices as needed
- Opportunities for travel to Events
- Projects and duties as assigned, to include but not limited to:
- Contributions to DCO and Spirit of Sport Newsletters, and other USADA Publications
- Provide feedback related to DCO recruitment needs
- Provide feedback related to Simon functionality
- Maintain confidentiality at all times
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REQUIRED QUALIFICATIONS:

- BS / BA degree
- Excellent oral and written communication skills
- Ability to work with various levels of management
- Ability to interact with internal and external customers

- Ability to multitask and to work accurately under pressure
- Excellent organizational skills and attention to detail
- Ability to interact with internal and external customers
- Ability to work in a diverse environment
- Able to perform in a team environment
- Able to meet deadlines
- Ability to work flexible hours as needed
- Proficiency in MS Programs (Word, Excel, Outlook)

DESIRED QUALIFICATIONS:

- Work experience in athletics and sport

CORE COMPETENCIES

PROJECT/PROGRAM PERFORMANCE

Responsible for the planning, coordination and implementation of tasks, projects, programs, presentations, conferences and seminars as related to the program

- Facilitate and deliver tasks related to the program ensuring all details are accounted for
- Ability to execute a project plan to delivery and maintain program functions as necessary
- Adhere to policies and procedures set forth by the organization
- Represent the organization with professionalism and integrity
- Maintain confidentiality at all times

RESEARCH

Assists in the necessary research in preparing for events, projects, programs, presentations, conferences, and seminars as related to the division and/ or organization

- The ability to assist in the research and determine necessary resources that are beneficial and applicable in relation to an event, project, program, presentation, conference or seminar
- The ability to introduce facts, resources, and/or ideas from research that may be applicable currently or beneficial for future reference

PLANNING & PROCESS EFFICIENCIES

Structures activities to maximize productivity and efficiencies

- Critically evaluate program area to ensure maximum efficiencies and program delivery
- Ability to organize and plan
- Allocate time efficiently and establish appropriate timetables
- Obtain and allocate appropriate resources in order to get things done and assign/delegate responsibilities
- Continuously seek to improve process and efficiencies (i.e., continuous improvement)

COORDINATING OF RESOURCES / MATERIALS AND ACTIVITIES

Coordinates a singular or multiple task (s) with respect to resources / materials and activities. Coordinates efforts with others, ensuring consistency; recommends appropriate adjustments in line with priorities when necessary to achieve divisional and / or organizational goals

- Ability to coordinate researched materials and / or resources into applicable means of application
- Coordinate and distribute materials for assigned tasks, events, projects, programs, presentations, conferences and seminars within the division and/or organization
- Coordinate activities within the department's calendar as well as within the organization's calendar when applicable

Communication and Interaction Skills

Articulates thoughts, ideas and objectives clearly and concisely so that others understand

- Uses oral and written communication skills appropriately
- Uses presentation and training skills for internal and external programs
- Respond to customer, divisional and organizational needs effectively and on a timely basis
- Contributes a positive attitude to building team spirit

OTHER CORE COMPETENCIES

General Core Competencies as assigned

- Manage and oversee the database updates

- Provide updates for the Web site as it pertains to the division and / or the organization
- Projects and other duties as assigned