Lakeshore Foundation is a non-profit 501c3 organization. Our mission is to encourage and provide opportunities for people with disability to live a healthy lifestyle through activity, research, advocacy, and health promotion.

**New Job Posting:** High Performance Manager, USA Wheelchair Rugby

Lakeshore Foundation as the home of USA Wheelchair Rugby, is currently seeking an energetic, creative, resourceful, self-starter with experience working in Paralympic sport and high performance to serve as the High Performance Manager.

**PRIMARY JOB RESPONSIBILITES:**

- Creating, submitting, and implementing the 4-year rolling High Performance Plan for the sport, including proposed budget needs, annual reports, quarterly reports, OPTC program requests and specifics. From that plan, managing all the expenses related to the program’s annual budget and sponsor opportunities.
- Working with the Head Coach, develops and directs team personnel, which may include interviewing, training, and scheduling work of more than 10 part time staff who support the High Performance program.
- Directs all travel domestic and international travel and logistics for the program to competitions, camps, events, and other scheduled activities associated with the program as well as all general team operations, including assuring that sponsor obligations are met.
- Ensure the development of innovative international team selection procedures and other similar documents.
- In conjunction with the Director of Communications, assures that website and social media are used in a way that is timely, accurate, and professional and supports the sport, as well as Lakeshore.
- Oversees all obligations with the US Anti-Doping Agency (USADA), Veteran Monthly Assistance Allowance Program (VMAA), the U.S. Center for SafeSport and the International Wheelchair Rugby Federation (IWRF).
- Working with the staff, ensure the development of coaching education, sports science, and sports medicine programs to integrate with the overall high performance program.
- Instill best practices in all aspects of the High Performance Plan in conjunction with the CPO and National Coach; SafeSport, Diversity, Equity, Inclusion, & Belonging)
- In conjunction with the CPO and National coach, develop, evaluate, and monitor performance criteria by which the program, staff and athletes will be regularly evaluated.
- Work with the CPO and National Coach to ensure development of talent identification and athlete pipeline program.
- Effectively communicate, partner, and share best practices with USOPC High Performance staff and peers within other organizations.
- Serves as a key point of contact between USA Wheelchair Rugby and the IWRF and the USWRA.

**QUALIFICATIONS:**

Bachelor’s degree in Recreation Therapy, Adapted Physical Education, or closely related field preferred. Experience working in High Performance for Paralympic sport is advantageous.

Must be passionate, energetic, enthusiastic and have a strong desire to work with people.

Must be available to work flexible hours including long days, evenings, weekends, overnight camps, and overnight travel.

Must have a passport and a valid driver’s license for driving company vehicles including cars, vans, and small buses. Transportation setup often includes towing an equipment trailer.

Commitment to working in a team environment. Excellent interpersonal, verbal, and written communications skills.

CPR and AED required, Standard First Aid a plus.

Lived experience with a physical disability is advantageous.

Please forward resume and letter of interest by August 6, 2021, to: Debbie Smith, debbies@lakeshore.org.

EOE