

TESTING EDUCATION AND RESOURCES PROGRAM LEAD



REPORTS TO:

Testing Resources Manager

DIRECT SUPERVISOR OF:

N/A

JOB SUMMARY:

Responsible for tasks related to the education and training of USADA Sample Collection Personnel (SCP), including Doping Control Officers (DCOs), Blood Collection Officers (BCOs) and Chaperones, as well as projects related to the development of resources for the enhancement of sample collection field operations.

RESPONSIBILITIES:

- Responsible for planning, developing, enhancing and implementing SCP education and training resources, curriculum and materials.
- Responsible for updating online training resources for SCP development in accordance with current standards and processes for sample collection.
- Assist with the analysis of SCP performance expectations, developing training methods for SCP to increase proficiency in sample collection activities.
- Assist with the management and maintenance of DCO certification and recertification in all aspects of sample collections through the effective management of education, training and examination materials.
- Revise and maintain all SCP education and training resources, including the DCO Manual and Sample Collection Documentation, ensuring that updates, clarifications, and new procedures are in accordance with Levels I and II of the WADA Code.
- Work in collaboration with Sport Testing and Resources (STAR) staff members to develop policies and best practices that enhance sample collection activities while maintaining compliance with international standards.
- Ensure that STAR staff members and SCP understand updated procedures.
- Responsible for planning and coordinating necessary steps for DCO training in conjunction with recruitment efforts based on DCO regional needs.
- Assist with maintaining files for DCO candidate recruitment.
- Assist with the credentialing and background verification processes for SCP as needed.
- Assist with the necessary research, planning, coordination and execution of training resources, newsletters, surveys and exams for SCP.
- Provide program support to USADA's certification initiatives and requirements.

GENERAL:

- Maintain confidentiality at all times.
- Recommend necessary updates and revisions to USADA protocol and procedures as related to the sample collection process.
- DCO on-call responsibilities as assigned.
- Projects and other duties as assigned.

REQUIRED QUALIFICATIONS:

- B.S./B.A. degree is required.

- Minimum of 1 year related work experience.
- Excellent oral and written communication skills.
- Ability to multitask and to work accurately under pressure.
- Ability to work with various levels of management.
- Ability to interact with internal and external customers.
- Excellent organizational skills and attention to detail.
- Ability to work in a diverse environment.
- Able to perform in a team environment.
- Able to meet deadlines and operate with limited supervision.
- Ability to work flexible hours as needed.
- Proficiency in MS Programs (Word, Excel, Outlook).

DESIRED QUALIFICATIONS:

- Work experience in athletics and sport.
- Experience with e-learning applications and processes.

CORE COMPETENCIES

PROJECT / PROGRAM MANAGEMENT -

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

LEADERSHIP / EFFECTIVE MANAGEMENT -

Provides direction, takes charge, initiates action and motivates others to work towards a common goal and results

- Provide direction and leadership to program area
- Identify areas requiring action or critical consideration by the team or division
- Create enthusiasm and motivates others within the team
- Provide direction to team in planning, decision-making, facilitating and process improvement (if applicable)
- Critically evaluate performance of team members and/or service providers as required
- Make self available to team members and/or service providers (as applicable)
- Develop team members' skills and encourages growth (if applicable)
- Responsible for building a positive team environment.

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)

COMMUNICATION SKILLS -

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

- Communicates effectively, both verbally and in writing
- Communicates effectively while conducting presentations
- Provide effective and accurate documentation
- Demonstrate written abilities in newsletters, manuals, correspondences, policies and procedures, seminars, conferences, events, training, reports and various other writings as assigned or necessary
- Give clear and honest feedback

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