

Move United Competition Management Application Operator

About Move United

Move United uses the power of sport to push what's possible for people with disabilities, confronting ignorance, fueling conversation, and inciting action that leads us to a world where everyone's included. Sports make us more — more determined, more powerful, and more ourselves. Sports have the power to change the world, pushing people further and bringing people closer.

To this end, Move United's vision is that every person, regardless of ability, has an equal opportunity to participate in sports and recreation in their community. Move United's mission is to provide national leadership and opportunities for individuals with disabilities to develop independence, confidence, and fitness through participation in community sports, including competition, recreation, and educational programs.

Next Generation Mentorship Program Overview

The Move United Next Generation Mentorship Program is designed to develop the next generation of leaders in the adaptive sports community. This program will pair individuals interested in adaptive sport with volunteers and leaders with decades of experience in their respective areas. The Next Generation Mentorship Program is specific to Move United Sanctioned Competitions and aims to develop leaders in the positions of Sport, Event Director, Logistics, and more. The Next Generation Mentorship Program allows mentors to provide in person shadowing opportunities to help mentees develop the skills they need to succeed within the selected role.

Job Summary

The Competition Management Application Operator serves as support to the Event Director, Sport Lead(s), and Lead Official(s) to ensure that the event runs on schedule, provides accurate results, and delivers a successful experience for all athletes, coaches, volunteers, and spectators.

Responsibilities

- Work within the Competition Management System to:
 - Set up event preferences;
 - Set up and download online registration export file, review/fix any errors, and create import csv file for meet management application.
 - Manually add athletes to the application, if required;
 - Assign bib numbers, if needed;
 - Distribute sport specific information on registered participants to sport leads to assist with heating and seeding of events.
 - Create Sport results pdf to be posted on The Hartford Nationals results website page.
 - Create Sport specific results excel file to be used for awarding medals.
- Work with Sport Lead/Lead Official(s) to setup sport venues and report results:
 - Set up sport specific preferences;
 - Audit results/placing by class/age group/gender before publishing results;
 - Print out results by Venue/Events;

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- Upload results to Adaptive Track & Field USA database;
- Swimming: Heat and seed swim events. Set up relays within the system, if applicable. Import and report results; and
- Track and Field: Heat and seed track events. Set up relays within the system, if applicable. Assign flights for throws and jumps events. Import and report results.
- Communicate with Electronic Timing company for swimming and/or track and field. Provide Hy-Tek file pre-event and collect results post-event.
 - Verify results/placing by class/age group/gender before publishing results.

Skills and Education Required

- Technologically proficient with experience using Microsoft 365 and File Explorer;
- Effective communicator;
- Self-motivated;
- Takes initiative;
- Ability to work well independently and in a team environment;
- Longevity for long days and a long week when working events (100+ hours worked week of The Hartford Nationals)
- Organized with multi-tasking abilities and time management skills; and
- Flexible/adaptable to change

Location, Time Commitment and Compensation

- Remote work for lead up to competition. In person attendance at competition.
- Minimum of two shadow opportunities in 2024
 - Available to attend at least one Move United Sanctioned Competition between April and July 2024
 - Available to attend The Hartford Nationals in Hoover, AL between July 9 and 19, 2024
- Travel expenses to include airfare/mileage and lodging as well as \$50 per diem to be paid for by Move United for all shadow opportunities