



Coordinator of Performance and Sport Science

Example Job Description supplied by the NSCA

Hiring Term/Appointment: Full-Time Employee

Reports to: Director of Performance and Sport Science

General Job Description

The Coordinator of Performance and Sport Science delivers sport science services and process management as an integral part of the integrated support team (IST), to include ownership or co-ownership of monitoring and testing programs. This role requires skills in data collection, research methods, data processes, and interpretation of results. Further, the role requires a general understanding of IST specialties (i.e., strength and conditioning, sports medicine, nutrition, mental performance, etc.) in order to operate effectively within a high-performance sport environment.

The Coordinator of Performance and Sport Science has a strong knowledge and technical foundation in sport training processes and experience with a variety of sport technology. This position requires regular interaction with athletes, coaches, and IST members, the ability to provide educational resources as needed, and to mentor and supervise interns or trainees.

Essential Duties and Responsibilities

1. Independently and collaboratively oversee projects and initiatives to provide sport science services within the program.
2. Oversee performance monitoring and testing programs and provide timely reporting as required.
3. Oversee the collection, methods, and consistency (i.e., validity and reliability) of physical performance data across the performance staff.
4. Provide key cross-functional communication and collaboration to empower sport science initiatives within the team and/or athletic department.
5. Provide, maintain, and monitor performance analyses and reports (i.e., load monitoring and physiological/subjective load response).
6. Ensure that the appropriate safety protocols and techniques are followed during testing and monitoring sessions.
7. Manage and administer safe, legal, and ethical practices for the dissemination of athlete, team, and related institutional performance data.
8. Engage in organizational problem-solving efforts.
9. Mentor and supervise interns, trainees, and junior support staff.

Peripheral Duties and Responsibilities

1. Assist head(s) of performance with deliverable performance services and special projects.
2. Contribute to the delivery of educational workshops, seminars, webinars, etc.
3. Contribute to the identification of critical qualities and variables of interest for further study.
4. Collaboration on sport science research projects with strength and conditioning, athletic performance, sports medicine, nutrition, mental performance, and/or third-party vendors /consultants.
5. Assist with performance and sport science resource development.
6. Contribute to the collection of sport science literature to support department initiatives.
7. Oversee and maintain inventory, supplies, and equipment.

Qualifications

1. Bachelor's Degree in exercise science, sports science, or a related field.
 - a. Master's degree preferred
2. 3-5 years relevant work experience with sport or tactical athlete populations (including intern-/apprenticeships).
 - a. Sport performance settings
 - b. Strength and conditioning
 - c. Applied research experience (e.g., university setting)
3. Suitable/relevant certification (e.g., NSCA-CSCS) and/or professional license required to hold positions of influence on exercise prescription, including workload management and the application of performance data.
 - a. NSCA-CPSS preferred
 - b. Certified professional liability insurance required upon hire
4. Experience/basic proficiency in data analysis.
 - a. Experience with statistical software programs and functions (e.g., Excel, SPSS, R, Tableau, SQL, MATLAB, etc.)
5. Experience with sports science technology (e.g., GPS monitoring, heart rate, force plates, EMG/signal processing, etc.).

Physical Requirements

- Ability to demonstrate the appropriate skills and techniques to be used by athletes to participate in athlete testing and/or their particular sport(s). Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving equipment/boxes (up to 50 pounds).
- Position involves a combination of indoor sedentary work, active demonstration, and outdoor coaching support activities.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.



Safety and Health Requirements

1. Current standard first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillation (AED) certifications.
2. Knowledge of universal hygiene precautions.
3. Knowledge of current NSCA Strength and Conditioning Professional Standards and Guidelines.

Equipment/Materials Handled

- Must be able to safely operate strength training equipment, athlete testing and monitoring devices, and safety equipment, including automated external defibrillator (AED).
- Ability to work on a computer for long periods, and communicate with individuals and/or groups by telephone, video call, email, and face to face.

Work Environment

Must be able to work within various degrees of noise, temperature, and air quality. Work surfaces will vary from concrete to grass to hard wood floors. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments independently, following training. Evening and weekend work may be expected. May make site visits when needed and appropriate. Must be able to work under stressful conditions.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties may be assigned by supervisor, as required.