**Job Title:** Manager, Sports and Programs

**Department | Location:** San Diego Region | CA

The **Manager, Sports and Programs** is responsible for the organization and management of the Special Olympics sports program in the identified Region to support athlete growth and retention. The Manager, Sports and Programs oversees and manages sports programming, training, and competitions for the given Region under direction of a supervisor. Specific duties and responsibilities may vary by Region.

**Reports To:** Regional Director or Sr. Manager, Sports & Programs

**Reports Via "Dotted Line" To:** Assistant Vice President, Sports & Programs

**Job Level:** 4

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**KEY RESPONSIBILITIES**

**Competition**

- Manages Games Management Teams to conduct Regional Games and competition for all sports; Identifies and contracts for facilities; Oversees athlete registration and divisioning in GMS; Recruits event volunteers; Secures meals, officials, insurance and awards, and manages results;
- Coordinates and runs athlete medical days as needed; Secures medical personnel, promotes opportunities to athletes;
- Coordinates office set-up and assists with maintaining athlete medical forms and monitoring system that ensures they are current and complete; Ensures all athletes train and compete according to SOI and SOSC specifications.

**Individual Goals:** (Internal) See employee feedback in Comments section of Threads.

**Sports Program Management**

- Manages Region’s sports programs by overseeing community teams and local programs sports activities,
- Supports Young Athletes and Schools Programs, including providing technical expertise to Unified Champion Schools and SO College partnerships,
- Maintains sports equipment and supplies in the office and at storage facility. This may involve the maintenance, purchase, inventory, distribution and collection of sports equipment and uniforms.

**Championships**

- Coordinates participation of Regional program in Chapter events
- Acts as primary delegation contact throughout the event(s) and oversee delegation registration, housing and travel logistics.

**Administration**

- Oversees such tasks as athlete registration, updating rosters, compiling sports/medical notebooks & phone trees, overseeing skills assessment tests and the assessment of coach/team needs
- Utilizes GMS for athlete/coach database management and games management.
Volunteer Engagement

Recruiting & Cultivation
- Strategically recruit new volunteers into needed roles like coaches, Games Management Team members, Sports Development Team members, competition related volunteers to ensure quality sports training and competition
- Support cultivation by being on the lookout for volunteer talent while also actively nurturing relationships with existing volunteers and potential partnerships
- Screen and interview potential volunteers to bring volunteers on the team that complement our culture and needed skillsets

Training & Orientation
- Ensure that all volunteers have the proper training, orientation, and the essential tools to perform their roles successfully.
- Ensure that all volunteers complete necessary background check and required training prior to volunteering or renewing term
- Organize and conduct quarterly general orientation sessions, protective behaviors, and sports training schools

Support & Collaboration, Evaluation & Recognition
- Be readily available to volunteers by responding in a timely fashion to inquiries and issues (in-person or remotely)
- Work with volunteers to solve problems as they arise
- Schedule periodic visits with coaches and teams at practices and competitions
- Supervise and support coaches for all sports offered including hosting orientations, clinics, and meetings. Provide opportunities for them to lead others once they have the proper skillsets and knowledge
- Express gratitude often to volunteers, including the impact the volunteers made during competition, events, practice, office work, committee participation, etc.
- Keep a log of volunteers’ successes and milestones

Sports & Games Development Teams
- Recruits and manages members for Sports Development Team (SDT) and Games Management Team (GMT)
- Utilizes team members to expand program opportunities and ensure quality sports training and competition
- Supervises GMT for all sports competitions.

Strategic Planning/Outreach
- Assists with the development and implementation of a Regional outreach plan to increase the number of athletes, coaches, and volunteers
- Develops and implements a comprehensive sport program by identifying the goals and needs of the Region.

Fundraising/Community Resources
- Develops personal Champions network to contribute to Regional and Chapter fundraising efforts via monetary and/or in-kind donations
- Enlists community resources such as service and civic clubs, recreation departments, colleges & universities, schools at all levels and local businesses to support regional sports and fundraising programs.

Total

100%
CORE VALUES

Be ATHLETE centric 25%
- Lets the interests of the athletes drive daily decisions and actions
- Makes wise use of organizational resources and time in order to maximize the experiences for our athletes
- Seeks to incorporate athlete participation in non-sports roles

Be a TEAM player 25%
- Places team and organizational success before individual achievement
- Recognizes the needs and offers assistance without waiting to be asked, or encouraged to do so
- Shows appreciation and acknowledges the contributions of others

Be a CHANGE agent 25%
- Seeks opportunities for professional development and applies these learnings to work
- Accepts responsibility for actions, learns from experience and displays a willingness to accept feedback
- Looks for opportunities to improve processes and enlists help of others when needed.

Be a LEADER 25%
- Shares organizational and professional knowledge with co-workers and helps to onboard new team members
- Takes on new leadership opportunities with eagerness and enthusiasm
- Represents SOSC in a knowledgeable and professional manner

Total 100%

JOB LEVEL RESPONSIBILITIES: Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of assignments. Works with supervisor on agreed upon goals and plans. Has autonomy and flexibility in day-to-day work towards accomplishing goals. Has some decision-making authority around issues related to area of responsibility. Will supervise varying levels of volunteers, including interns. May supervise hourly employees. Contributes to SOSC’s Strategic Plan and may be involved with Critical Issue Team(s).

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- 5-7 years professional exp. & college degree or equivalent
- 2-3 years of experience in recreation, sports administration and program development.
- Two years of experience in volunteer/staff management
- Paid or volunteer experience working with individuals with disabilities preferred.
- Two years of Special Olympics experience preferred.
Skills and/or Abilities:
- Proficiency in using computer equipment, accessing the internet, and using software, including Microsoft Word, Excel, PowerPoint, and Publisher.
- Excellent organization skills
- Excellent oral and written communication skills, and public speaking skills
- Ability to multi-task effectively and successfully work with project plan for events established with supervisor
- Excellent problem-solving skills including knowing when to involve others to obtain best outcome
- Ability to be flexible when called for and able to enforce rules when necessary
- Ability to work with diverse personalities and in stressful situations
- Have valid California driver’s license and meet minimum California vehicle insurance requirements
- Ability to pass background screen in regards to criminal and driving history.

PHYSICAL REQUIREMENTS: We are an equal opportunity employer and encourage all qualified individuals to apply for open positions regardless of race, color, religion, sex, age, national origin, sexual orientation, qualified disability, marital, veteran or any other legally protected status.

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee occasionally is required to stand, walk, lift or carry up to 24 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May work from home on a limited basis with prior supervisory approval.

The noise level in the work environment is usually moderate. This job requires occasional driving.

COMPENSATION: Position is full-time, benefit eligible. Salary range is $20.00 - $22.00 per hour depending on relevant experience.