



**TITLE:** Competition Manager

**GOAL/IMPACT**

Special Olympics Southern California (SOSC) is dedicated to creating opportunities for our athletes to find strength, success, confidence, and joy on and off the playing field. Making each competition meaningful to the athletes and to their families is important.

The Games Management Team (GMT) is a group of volunteers that manages all aspects of the games. The GMT concept incorporates several groups within a team to alleviate overload on one person. The GMT consists of the Games Director, Competition Director, Managers and Leads. Combined they are responsible for carrying out the mission, goals, planning and conducting high quality games while adhering to the predetermined timelines.

The Competition Manager is responsible for overseeing all aspects of the games including logistics and operations. There is nothing more satisfying than hearing the joy of athletes and their families during and after the games. The Competition Manager makes moments like these happen with his/her highly organized and motivating leadership.

**KEY RESPONSIBILITIES**

- Assist with securing leads for each sports venue and ensuring that each venue is running smoothly
- Leads other GMT members
- Organizes the competition in specific sports
- Assist with the delivery of equipment and supplies to venue
- Ensures the flow of the event is timely and on schedule

**TRAINING & SUPPORT**

- Weekly staff support leading up to competition to review timeline, GMT conference calls, if applicable
- Shadow staff or other volunteers as part of training and on-site guidance until confidence is built
- Receive overview of tools and training needed for the assignment – SOSC Game Policy & Procedures

**COMMITMENT**

- Minimum 1-year commitment to gain experience and build infrastructure. 2 years preferred
- There are approximately 4-12 competitions each season. We ask that the Competition Manager leads at least two competitions each season. Spring season is the busiest season with multiple competitions throughout the region

**QUALIFICATIONS, SKILLS & REQUIREMENTS**

- Understanding of event management, sports, Special Olympics programs or volunteer activities



- Have volunteered at previous SOSC competitions first
- Excellent oral and written communication skills
- Excellent organizational skills and initiative to improve processes
- Detail oriented and ability to multi-task
- Ability to work closely with a team and delegate work where possible
- Calm personality and cool under pressure is essential
- Must submit an online volunteer application that will include a background check and required training – recertification required every 3 years

#### **BENEFITS**

- Furthering the vision of acceptance, inclusion, and well-being for people with intellectual disabilities
- Connecting people to the world of sports
- Help SOSC achieve its mission and expedite progress on goals
- Endorsement on LinkedIn for excellent work