

## **SPECIAL OLYMPICS SOUTHERN CALIFORNIA, INC.**

**JOB TITLE:** MANAGER, SPORTS

**DEPARTMENT:** ORANGE COUNTY REGION, SANTA ANA

**REPORTS TO:** SR. MANAGER SPORTS & PROGRAM

**CONTACT:** CRYSTAL JENKINS, SR. HR MANAGER  
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**COMPENSATION:**

Position is full-time, benefit eligible; salary range is \$18.00-\$20.00/hour depending on directly related experience.

**APPLY:** Please send a resume and cover letter to [ocjobs@sosc.org](mailto:ocjobs@sosc.org).

**SUMMARY:** The **Manager, Sports** 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 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.

**SPECIFIC DUTIES AND 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

**Sports Program Management**

- Manages Region's sports programs by overseeing community teams and local programs sports activities, School Partnership Programs and Young Athlete Programs
- 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

**Coach Recruitment, Training & Management**

- Recruits, trains and supervises coaches for all sports offered including hosting orientations, clinics and meetings
- Oversees the Head of Sport, Head Coach and Assistant Coaches of each sport
- Maintains regular communication with coaches that includes written and verbal expectations
- Schedules periodic visits with coaches and teams at practices and competitions

- Organizes and conducts quarterly general orientation sessions, protective behaviors and sports training schools
- Maintains coach database and manage certification process

### **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

### **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

### **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

### **Volunteer Management**

- Recruits coaches, sports management volunteers and other volunteers to meet the needs of the Region
- Ensures that all volunteers receive background screening appropriate to their involvement and that screening requirements are communicated during recruitment, trainings and orientations

### **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, high schools and local businesses to support regional sports and fundraising programs.

### **Athlete Leadership Programs**

- Oversees ALP's and assists with global messenger participation in events as needed

### **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:**

- Bachelor's 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.
- Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of difficult assignments.

### **SKILLS AND/OR ABILITIES:**

- 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
- Proficiency in using relevant technology, including Microsoft Office and database systems
- Ability to travel and to work evenings and weekends to meet job requirements
- Have valid California driver's license and meet minimum California vehicle insurance requirements
- Ability to pass background screen check of drivers' license and criminal history.

### **PHYSICAL REQUIREMENTS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and to use hands to finger, handle, or feel. The employee occasionally is required to stand, walk, reach with hands and arms, lift or carry up to 24 pounds, and lift overhead up to 24 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

### **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 with prior supervisory approval.

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