



Job Title: Administrator, Sports & Programs

Department / Location: Sports & Program | Inland Empire - Murrieta, CA

The **Administrator, Sports & Programs** is responsible for providing a wide variety of program administrative support to the sports & programs staff. The Administrator, Sports & Programs works with employees and volunteers to ensure an even flow of administrative work in the office and in the field supporting volunteers.

Report To: Director, Sports & Programs OR Senior Manager, Sports & Programs

Job Level: 3

Compensation: This is a full-time position with benefits eligible on the first of the month following 60 days of start date. The hourly range is **\$19.00 - \$24.00** depending on relevant education and experience.

KEY RESPONSIBILITIES

Sports & Programs Administration: 50%

- Supports Sports & Programs staff with day-to-day sports operations as assigned. This may include but not limited to administration duties, communication and athlete/coach registration inquiries and processes.
- Assists with logistics for pre-sport preparation, virtual programming, practice logistics, sports competitions, meetings, trainings, and marketing.
- Provides general administrative and logistical support to programs including Schools Program, Unified Sports, Young Athletes, Team Wellness, and Healthy Athletes.
- Recruits, trains, supports, evaluates, and retains volunteers to fulfill roles such as Local Program Coordinator, Head Coach, Coach, and/or Team Volunteer.
- Enlists community resources such as service and civic clubs, recreation departments, colleges & universities, high schools and local businesses to support programs.
- Maintains strong relationships with related organizations and groups who serve individuals with intellectual disabilities including the local Regional Centers and ARC's.
- 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.
- Actively participates in committees, sub-committees, and work groups.

Database Management: 25%

- Gathers initial information from Sports Managers to request volunteer sites for volunteer registration.
- Supports volunteer management team with day of event volunteer registration and the volunteer inquiry process by trouble-shooting potential registration challenges with volunteers, building-out volunteer sites for all sports events with input from event manager, and collaborating with Sports Managers for volunteer appreciation.
- Maintains databases to manage information on athletes and coaches through GMS (Games Management System) and updates information, certifications, census, and team rosters.
- Maintains Unified Champion Schools data through Raiser's Edge.

General Office Responsibilities: 10%

- Provides general administrative support to the Sports & Programs team including answering phone calls, copying, filing, mailing, supply ordering, and preparing invoices for processing.
- Oversees volunteer support in the office including interns.

Individual Goals: 15% | See employee feedback in Comments section of Threads.

CORE VALUES

Be ATHLETE centric | Be a TEAM player | Be a CHANGE agent | Be a LEADER



JOB LEVEL RESPONSIBILITIES: Knows and applies the fundamental concepts, practices and procedures of particular field of specialization. Works on complex assignments under close guidance. Under supervision, performs work that is varied and may require prioritizing and multi-tasking. Work may include some originality in close collaboration with supervisor. Has limited decision making authority on behalf of the organization. Enforces company policies.

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 from accredited college/university in a related field and/or directly related professional experience.
- 2-4 years' experience in event and program administration, oversight of highly skilled volunteers preferred.
- Knows and applies the fundamental concepts, practices and procedures of particular field of specialization.
- Works on complex assignments under close guidance.

Skills and/or Abilities:

- Ability to maintain confidentiality of all data and information related to position
- Ability to effectively recruit, train, and manage large groups of day of volunteers.
- Successfully engage and support high level volunteers with special skills with whom a long-term relationship needs to be developed.
- Excellent organizational skills
- Excellent oral and written communication skills
- Superior customer service skills
- Demonstrated ability to motivate people
- Strong analytical skills
- Strong project management skills
- Excellent computer skills including Excel, Word and Outlook and data base
- Ability to travel and to work evenings and weekends to meet job requirements
- Must have a valid driver's license and meet minimum California vehicle insurance requirements
- Ability to successful pass background screen of criminal and driving history
- Spanish language skills helpful, not required
- The employee occasionally is required to stand, walk, lift or carry up to 24 pounds

WORK ENVIRONMENT: Position's primary work location is the SOSC office. SOSC may request you work remotely on occasion and employee may request to work remotely, on occasion, with advance approval. The remote work site must be distraction free, contain a proper work surface (table or desk) and have adequate Wi-Fi capability. The noise level in the work environment is usually moderate. This job requires occasional driving, including occasional driving to alternate job sites.

APPLY: Please send resume and cover letter to iejobs@sosc.org.