



Job Title: Manager II, Sports & Competition

Department | Location: Sports & Programs | San Diego, CA

The **Manager II, Sports & Competition** is responsible for organizing and managing the Special Olympics sports program in the identified county or geography to support athlete growth and retention. The Manager II, Sports & Competition oversees and manages sports training and competitions for the given county or geography. This position participates in strategic planning for sports, utilizing advanced knowledge in all aspects of SOSC Sports Management, and has oversight responsibility for regional sports activities. Specific duties and responsibilities may vary by county or geography.

Job Level: 5 | Reports To: Senior Manager, Sports & Programs

Compensation: This is a full-time position with benefits eligible on the first of the month following 60 days of start date. The salary non-exempt range is **\$49,920.00 - \$61,360.00 (\$24.00 - \$29.50 hrly)** depending on relevant education and experience.

KEY RESPONSIBILITIES

Sport Program Management: 40%

- Responsible for the day-to-day sports program operations and development through Local Programs.
- Provides supervision of sports program and ensures compliance with SOI & SOSC policies and rules, ensuring that all athletes train and compete according to SOI and SOSC specifications.
- Manages the maintenance of athlete medical forms and monitoring system that ensures they are current and complete.
- Solicits and prepares contracts & insurance requirements for training facilities.
- Promotes and encourages athlete participation in opportunities outside of sport within the community.
- Recruits, trains, supports, evaluates, and retains volunteers to fulfill various roles in sports.
- Responsible for the delivery of Coaches Education and ensuring that all volunteers in an assigned geography are properly registered, trained, and certified.
- Activate community resources such as service and civic clubs, recreation departments, colleges & universities, schools, and local businesses to support programs.
- Supports relationship management with community organizations as assigned by supervisor.
- Maintains sports equipment and supplies in the office and at storage facilities. This may involve the maintenance, purchase, inventory, distribution, and collection of sports equipment and uniforms.
- Actively participates in and may lead committees, sub-committees, and workgroups.
- Manages and supports virtual programming, activities, and events; encourages, manages, and tracks athlete participation in these programs.

Competition: 25%

- Recruits, manages, directs, and supervises volunteer Games Management Teams to conduct competition opportunities for all sports.
- Manages allotments and participation in Local Programs in Chapter events.
- May serve in leadership capacities for events, including the Games Director.
- Identifies and prepares contracts for facilities, secures meals, officials, insurance, and awards, and manages results, secures medical personnel, and promotes opportunities to athletes.
- Oversees athlete registration and divisioning in GMS.

Individual Goals: 15%

- See Individual Goals in Comments section of employee profile in Threads.

CORE VALUES

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



Administration: 10%

- Oversees such tasks as invoice and payment processing for sports & programs, insurance and contract requirements, and budget projection and management.
- Utilizes GMS for athlete/coach database management and games management.

Championships: 5%

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

Athlete Leadership Programs: 5%

- Provides support for Athlete Leadership Program and assists with Global Messenger and Athlete Health Messenger participation in events as needed.
 - Provides support for Athlete Input Councils
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JOB LEVEL RESPONSIBILITIES: Works with supervisor on agreed-upon goals and plans. Uses discretion and independent judgement within specific areas of expertise. May supervise hourly employees.

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 an accredited college/university or related professional experience.
- 5-7 years of qualifying equivalent experience in education, youth program development, sport administration, or recreation.
- 2 years of experience in volunteer/staff management.
- Paid or volunteer experience working with individuals with disabilities preferred.
- 2 years of Special Olympics experience preferred.

SKILLS AND/OR ABILITIES:

- Excellent organization skills
- Excellent oral and written communication skills, and public speaking skills
- Excellent problem-solving skills
- Ability to be flexible
- 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
- The employee occasionally is required to stand, walk, lift or carry up to 24 pounds

WORK ENVIRONMENT: The position's primary work location is in the SOSC office. Employee and SOSC will establish a hybrid work schedule with a set number of days in the SOSC office and at remote work sites. The remote work site must be distraction free, contain a proper work surface (table or desk) and have adequate Wi-Fi capability.

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