



Job Title: Associate Manager, Sports & Competition | Inland Empire

Department | Location: Sports & Programs | Murrieta, CA

The **Associate Manager, Sports & Competition**, is responsible for the organization and management of Special Olympics sports programs in the identified county or geography to support athlete growth and retention. The Associate Manager, Sports & Competition oversees and manages programming, 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 county sports activities. Specific duties and responsibilities may vary by county or geography.

Reports To: Director, Sports & Programs

Job Level: 3

Compensation: This is a full-time position with benefits eligible on the first of the month following the start date. The salary non-exempt range is **\$48,880.00 - \$60,840.00 (\$23.50 - \$29.25 hourly)**, depending on relevant education and experience.

KEY RESPONSIBILITIES

Sports Program Management: 50%

- 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.
- Assist with the preparation of contracts & insurance requirements for training facilities.
- Promotes and encourages athlete participation in opportunities outside of sport within the community.
- Assists with recruitment, training, evaluations, and retention of volunteers to fulfill various roles in sports.
- Assist with the delivery of Coaches' Education and ensure that all volunteers in an assigned geography are properly registered, trained, and certified.
- Assists with activating community resources such as service and civic clubs, recreation departments, colleges and 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 the storage facility. This may involve maintaining, purchasing, inventorying, distributing, and collecting 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: 30%

- Assists with recruitment, management, and supervision of Games Management Team volunteers to conduct competition opportunities for all sports.
- Assists with management of allotments and participation of Local Programs in Chapter events.
- May serve in leadership capacities for events, including Games Director.
- Identifies and prepares contracts for facilities, secures meals, officials, insurance and awards, and manages results, secures medical personnel, promotes opportunities to athletes.
- Oversees athlete registration and divisioning in GMS.



CORE VALUES

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

Administration: 8%

- Oversees invoices 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.
- May act as primary delegation contact throughout the event(s) and oversee delegation registration, housing, and travel logistics.

Individual Goals: 5%

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

Athlete Leadership Programs: 2%

- Provides support for the 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. Has autonomy and flexibility in day-to-day work toward accomplishing goals. Has some decision-making authority around issues related to areas of responsibility. Will supervise varying levels of volunteers, including interns. May supervise hourly employees.

QUALIFICATIONS: To succeed in this job, 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree from an accredited college/university or related professional experience.
- 3-5 years of qualifying equivalent experience in education, youth program development, sports 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 organizational and problem-solving skills
- Excellent oral and written communication skills and public speaking 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 work evenings and weekends to meet job requirements.
- Have a valid California driver's license and meet minimum California vehicle insurance requirements.
- Ability to pass background screen check of driver's license and criminal history.
- The employee is occasionally required to stand, walk, lift, or carry up to 24 pounds.

WORK ENVIRONMENT: The position's primary work location is the SOSOC office. The noise level in the work environment is usually moderate. The position requires driving/travel within San Bernardino and Riverside Counties and surrounding communities.

APPLY: Please send resume to iejobs@sosc.org.