

**Job Title:** Director, Programs

**Region: 1 | Areas of Coverage:** San Luis Obispo, Santa Barbara & Ventura Counties

**Department:** Programs

**Main Office:** Ventura, CA

The **Director, Programs** creates and executes a community engagement plan within their designated Region. This position will oversee program operations and work with the Region's community and staff to promote Special Olympics, recruit athletes and volunteers, and assist Local Programs and Unified Champion Schools (UCS) in achieving Special Olympics Southern California's goals, objectives, standards, and mission.

**Reports To:** Vice President, Programs | **Job Level:** 11

**Direct Reports (3):** Manager, Programs (2), and Manager, Volunteers (1)

**Compensation:** This is a full-time position with benefits eligible on the first of the month following the start date. The salary exempt range is **\$74,880.00 - \$87,000.00**, depending on relevant education and experience.

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## KEY RESPONSIBILITIES

### Program Management:

- Abide by SOSC Core Values and demonstrate a commitment to diversity, equity, and inclusion in all aspects of operations.
- Adhere to Regional and HQ deadlines for reporting, submissions, and compliance requirements.
- Collaborate with VP, Programs, AVP, Sports & Programs, and other teammates to create and coordinate the chapter-wide sports plan, which encompasses traditional sports and Unified Sports.
- Develop and execute the annual community engagement plan to enhance regional participation and support.
- Ensure Regional staff manage all assigned traditional and Unified Sports competitions, as well as Unified Champion Schools (UCS) programming in accordance with the standards and rules of Special Olympics Incorporated (SOI), SO North America (SONA), and SOSC.
- Execute SOSC's Strategic Plan, aligning regional activities with organizational goals and priorities.
- Oversee the Region's annual Program budget, including creation, review, approval, and expense management.
- Promote and uphold the mission of Special Olympics Southern California within the Region.
- Provide occasional, ongoing support to the Regional Leadership Council, led by the Region's Development staff.
- Support Special Olympics Incorporated and Special Olympics Southern California fundraising projects, as directed.

**Recruitment:**

- Actively engage community resources such as service and civic clubs, parks & recreation departments, schools, community organizations like YMCAs and Boys & Girls Clubs, and local businesses to support programs.
- Drive recruitment of Local Programs. Support Local Program management teams through recruitment, training, and resource allocation to ensure program success.
- Drive the Region's recruitment and development of athlete leaders. Serve as the staff lead for the Region's Athlete Leadership Council; work with Local Programs to identify and engage athletes in athlete leadership opportunities, including leadership training, participation on the ALC and other SOSC committees, fundraising events, and speaking engagements.

**School and Community Program Integration Support:**

- Build and steward a robust portfolio of primary, secondary, and higher education institutions; working relationships within the local sports professional community, including local athletic departments (high school, college, and professional); facility partners; and organizations that serve individuals with intellectual and other developmental disabilities.
- Ensure clear and open communication between all partners and SOSC, and provide technical, subject-matter assistance or expertise as needed to ensure compliance and the successful delivery of services to the athletes, Unified Partners, and families of that community. Provide regular communication of activities and events within the Region to Local Programs, Unified Champion Schools, families, volunteers, and SOSC Headquarters.
- Maintains an open and ongoing dialogue with other Departments and teammates to connect all participants and their families to SOSC. This includes collaboration on School and Community Program Integration, Local Program development, Unified Sports, Youth and Athlete Leadership, Health and Fundraising initiatives, Volunteers, and Marketing and communications.
- Serve as a resource and support for Local Programs and Unified Champion Schools regarding coach education, athlete & Unified Partner training, competition, and Unified Sports.

**Leadership and Team Management:**

- Approve team members' work schedules, expense reports, and timecards in accordance with organizational policy.
- Assist teammates as needed to optimize team efficiency, cohesion, and program effectiveness.
- Attend meetings, public speaking events, workshops, seminars, clinics, conferences, and program events as necessary; serve on committees and task forces as assigned.
- Drive team performance to achieve regional goals and contribute to overall organizational success.
- Ensure a safe and healthy work environment through observation, coaching, and training.
- Foster team morale and motivation by scheduling regular meetings to share information, address challenges, and celebrate successes.
- Maintain and develop staff through recruitment, selection, onboarding, coaching, and training.
- Oversee maintenance, inventory, and management of Region's assets, including office and storage facilities, and any SOSC-owned vehicles (if applicable).
- Participate in work groups, task force committees, special projects, and Championship Games Organizing Committees with supervisor approval.

- Supervise various levels of staff and volunteers, including interns, ensuring effective team management and development.
- Support professional development by explaining, guiding, and enforcing systems, policies, and procedures.

**JOB LEVEL RESPONSIBILITIES:** Develop goals and plans that align with the organization's strategic plan. Works with direct reports or collaborators on developing goals and plans. Has authority and flexibility in day-to-day work toward accomplishing goals. Has decision-making authority around issues related to their team and is responsible for the results and success of their team. You may have access to confidential executive-level information. Has authority to speak publicly on behalf of the organization.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent 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 in Nonprofit Management, Sports Management, or related field.
- 7-10 years of progressive experience in recreation, sports administration, program development, nonprofit management, or sports program leadership.
- Four (4) years of experience in volunteer/staff supervision and management.
- Paid or volunteer experience working with individuals with disabilities preferred.
- Supervisory experience of professional employees
- Two (2) years of Special Olympics experience preferred.

**SKILLS AND/OR ABILITIES:**

- Ability to be flexible.
- Ability to delegate and multi-task effectively
- Ability to travel and to work evenings, weekends, and occasional overnights to meet job requirements
- Ability to work with diverse personalities and in stressful situations
- Background in educational systems and school districts.
- Background in organizational development and community outreach.
- Demonstrated ability to motivate and manage employees and volunteers.
- Excellent leadership, organizational, and problem-solving skills.
- Excellent oral and written communication skills, and public speaking skills
- Experience in budget management and financial oversight.
- Have a valid California driver's license and meet minimum California vehicle insurance requirements
- Must be able to pass a professional reference check, background screen of criminal history, and DMV record.
- Proficiency in using relevant technology, including Microsoft Office and database systems
- Strong attention to detail and ability to work with frequent interruptions
- Strong knowledge of sports rules, regulations and effective sports competition management.

- Strong people skills and customer service orientation
- Strong self-motivation and demonstrated ability to work in a team environment.
- The employee is occasionally required to stand, walk, lift, or carry up to 24 pounds

**WORK ENVIRONMENT:** The primary work location will be in the assigned SOSC office. The noise level in the work environment is usually moderate. This position will require driving and some traveling within assigned and surrounding counties.

**Note:** This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Employees may be required to perform other duties as assigned.

**APPLY:** A staff member will review resumes received for our open positions. Due to the large number of applicants, only candidates selected for interviews will be contacted. Please send your resume and cover letter to [vejobs@sosc.org](mailto:vejobs@sosc.org).