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**Job Title:** Manager, Coaches Education & Sports Administration

**Department:** Programs | **Location:** Long Beach, CA

The **Manager, Coaches Education & Sports Administration** manages, implements, and evaluates high-quality education programs through SOSC's comprehensive Coaches Education Program, to ensure volunteer coaches are well-prepared, certified, and supported in delivering positive athlete experiences. This role supports chapter-level events, manages risk and safety processes, and coordinates awards and partnerships with sports organizations. The manager supervises volunteers, oversees administrative compliance, and contributes to organizational goals by fostering collaboration and upholding Special Olympics Southern California's standards and strategic initiatives.

**Report To:** AVP, Sports & Programs

**Compensation Level (5):** This is a full-time, benefits-eligible position, with benefits beginning on the first of the month following the start date. The salary range for this non-exempt role is **\$54,000.00 - \$67,000.00**, depending on experience, specifically within Special Olympics.

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## **ESSENTIAL DUTIES**

### **Coaches Education: 45%**

- Oversee, implement, and evaluate the SOSC Coaches Education program and ensure delivery of accessible, high-quality training for volunteer coaches.
- Develop and maintain a comprehensive suite of training tools for coach certification and re-certification.
- Recruit clinicians for all SOSC sports and implement effective in-person and virtual training methods for new coaches. This includes collaboration with region staff to identify, vet, and certify clinician candidates.
- Lead organization of annual regional Coaches Symposiums to facilitate timely training. Work directly with regional staff to plan and implement.
- Collaborate with regional staff to coordinate community training and ensure compliance with competition eligibility requirements. May include management of logistics for training events, assistance with securing venues, accommodations, meals, approved clinicians, forms, and equipment.
- Maintain accurate and timely records of coach training participation.
- Collaborate with the Volunteers Dept. on coach recognition initiatives.
- Oversee inventory, ordering, and distribution of coaches' uniforms.
- Contribute to the development of the Coaches Education annual budget, including review and expense management.

## CORE VALUES

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



### Chapter Level Competition Event Support: 15%

- Delegation Services: Manages both pre-event and on-site management of Housing, Travel, Overnight Medical, and Delegation Arrival functional areas at Chapter-level events.
- Serve as the Awards lead at all Chapter-level events: Recruit, lead, and manage a group of volunteers to support awards presentations for each sports venue.

### Risk Management: 15%

- Assist in athlete and coach disciplinary action research and processes.
- Assist in managing SOSC safety policies and protocols.
- Assist in the review and approval of all facility contracts, Memorandums of Understanding with other organizations, and License Agreements with local Colleges & Universities.
- Assist in the review of current risk management policies and manage the development of updated policies.
- Ensure compliance with Special Olympics and risk management policies at all levels.
- Manage the SOSC Incident/Accident report system, including review and assessment of incidents, working with American Specialty to report and document those incidents, and following up as needed.

### Sports Partnerships: 13%

- Assist with the management of activations through SOSC's partnerships with professional, semi-professional, and college-level sports teams and other sports organizations. This may include Sports Skills Days, Showcase Games, and other activation events.
- Assist with in-season implementation support for each activated Major League Soccer (MLS) Exchange Unified Soccer team.

### Competition Awards Management: 5%

- Manages multiple aspects of SOSC's official competition awards:
  - Design, acquisition, and inventory of awards (medals and ribbons) for all SOSC
  - Lead all vendor communications
  - Order and inventory awards for all Chapter-level events and provide award ordering support to Region staff.

### Leadership and Team Management: 5%

- Assist teammates as assigned 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.
- May initiate cross-department collaboration to achieve expected outcomes or procure resources.
- Participate in work groups, task force committees, special projects, and Championship Games Organizing Committees with supervisor approval.
- Supervise varying levels of volunteers, including interns.

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### Administration: 2%

- Assists in the submission of properly approved invoices to the Finance Department, ensuring compliance with appropriate contracts and adherence to budget guidelines.
- Complete and submit individual timecards bi-weekly, ensuring accuracy and adherence to payroll deadlines.
- Complete and submit individual mileage reports, credit card expense reports, and reimbursement expense reports, ensuring proper documentation, budget approvals, and compliance with organizational policies and finance deadlines.
- Help maintain and manage department assets, including facilities and vehicles (if applicable).

**Total:** 100%

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**ESSENTIAL RESPONSIBILITIES:** Collaborate with the supervisor to establish goals that align with the organization's strategic plan. Demonstrate expertise, leadership, and the ability to manage an expanding program portfolio or functional area. Manages specific programs or projects and ensures objectives are achieved. Coordinates administrative processes and prioritizes, directs, and responds to matters involving administrative functions associated with operations. Uses some discretion and independent judgment as a recognized expert in specific areas of responsibility. Will supervise varying levels of volunteers, including interns. May supervise hourly employees.

**QUALIFICATIONS:** To perform this position successfully, an individual must be able to carry out all essential duties and responsibilities effectively, with or without reasonable accommodation. The qualifications listed below represent the knowledge, skills, abilities, and competencies required to perform the role at a satisfactory level. This position may be required to occasionally lift or carry objects weighing up to 24 pounds. Reasonable accommodations will be made for qualified individuals with disabilities to enable them to perform the essential functions of the position, in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

**WORK ENVIRONMENT:** This position is primarily based at the assigned Special Olympics Southern California (SOSC) office noted above, where the typical noise level is moderate. The role involves regular driving and travel within the designated and surrounding counties. The employee may be asked to operate SOSC vehicles, rental cars, and/or event vehicles, with or without reasonable accommodation if applicable.

### **Education and Experience:**

- Bachelor's degree from an accredited college or university and/or equivalent related professional experience.
- Minimum 3-5 years of qualifying experience in sports education and training, coach development, program development, or sports administration.
- 2 years of experience managing volunteers preferred.
- Experience working (paid or volunteer) with individuals with disabilities preferred.

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### **Skills and Abilities:**

- Ability to be flexible.
- Ability to coach staff and volunteers in public speaking best practices.
- Ability to delegate and multitask effectively.
- Ability to work effectively with/through committees and volunteers.
- Ability to work with diverse personalities and in stressful situations.
- Demonstrated ability to motivate people.
- Excellent communication, public speaking, and interpersonal abilities.
- Excellent organization, time management, and problem-solving skills
- Proficiency in using relevant technology, including Microsoft Office and database systems.
- Proficient knowledge of sports rules and regulations.
- Strong attention to detail and ability to work with frequent interruptions.
- Strong knowledge of coaching principles, young adult – adult learning methodologies, and best practices in coach development.
- Strong people skills and customer service orientation.
- Strong self-motivation and demonstrated ability to work independently and in a team environment.
- Must successfully complete a professional reference check and background screening, including a Motor Vehicle Record (MVR) review.
- Must possess and maintain a valid California driver's license and meet the minimum state-required automobile insurance coverage.
- The ability to travel throughout SOSC's geographic areas, including occasional evenings and weekends, is an essential function of this position.
- If a condition prevents driving, the organization will engage in the interactive process to explore reasonable accommodations.

**APPLY:** Our team carefully reviews all resumes submitted for open positions. Due to the high volume of applications we receive, only candidates selected for an interview will be contacted. To apply, please email your resume and cover letter to [hr@sosc.org](mailto:hr@sosc.org).

**Note:** *This job description outlines the general responsibilities and requirements of the position and is not an exhaustive list. Duties may change or be assigned as organizational needs evolve.*