



Job Title: Manager, Programs | **Region:** 1

Department: Programs | **Location:** San Luis Obispo, CA

The **Manager, Program** is responsible for organizing and managing the Region's community sports and Unified Champion Schools programming, spending most of their time directing attention, resources, and capacity to communities within their assigned geography within the Region. The Program Manager will collaborate closely with the community and staff to promote Special Olympics, aid in recruiting new athletes, Unified Partners, and volunteers, and assist Unified Champion Schools (UCS) and Local Programs in achieving Special Olympics Southern California's goals, objectives, standards, and mission.

Assigned Geography: San Luis Obispo County, Santa Maria, Lompoc, & Santa Ynez Valley (North Santa Barbara County)

Reports To: Director, 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.

ESSENTIAL DUTIES

Sports Management: 30%

- Adhere to Regional and HQ deadlines for reporting, submissions, and compliance requirements.
- Assist in recruiting and managing volunteers, volunteer committees, and/or athletes to work/attend sporting events. Assist in placing coaches and team volunteers with Local Programs.
- Contribute to creating and coordinating the Special Olympics Southern California sports plan, including Young Athletes, the Motor Activity Training Program, and Unified Sports.
- Ensure Local Programs have sports equipment and uniforms. This may involve maintenance, purchasing, and inventory.
- Lead all aspects of sports event management for the Region; identify and prepare facility contracts for approval; secure meals, officials, insurance, and awards; manage results; promote athlete opportunities; oversee athlete registration and divisions in GMS.
- Manage all assigned traditional and Unified Sports competitions in accordance with the standards and rules of SOI and SOSC, ensuring that all athletes and Unified Partners register, train, and compete according to SOI and SOSC specifications.
- Recruits, manages, directs, and supervises volunteer Games Directors and Games Management Team (GMT) volunteers to conduct competition opportunities for all sports.
- Support Local Programs by soliciting and preparing contracts & insurance requirements for training facilities and transportation. Ensure Local Programs have sports equipment and uniforms. This may involve maintenance, purchasing, and inventory.



CORE VALUES

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

Unified Champion Schools Management: 20%

- Accurately register, track, and monitor UCS engagement and participation data. This may include documentation work in GMS, Raiser's Edge, and other UCS-related data-tracking platforms.
- Contribute to the creation and coordination of the Special Olympics Southern California Unified Champion Schools growth plan, including implementing Unified Sports and Young Athletes in schools and developing Youth Leaders.
- Identify, recruit, train, and support partners of Unified Champion Schools, Young Athletes, and SO Colleges.
- Serve as a resource and support to Unified Champion Schools and Districts for onboarding, work plan development, training opportunities for liaisons and students, and accurate implementation of the three components of UCS – Unified Sports, Inclusive Youth Leadership, and Whole School Engagement.

Leadership and Team Management: 15%

- 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.
- Participate in work groups, task force committees, special projects, and Championship Games Organizing Committees with supervisor approval.
- Supervise varying levels of volunteers, including interns.

School and Community Program Integration Support: 10%

- Build and steward a robust portfolio of primary, secondary, and higher education institutions; working relationships within the local sport professional community, including local athletic departments (high school, college, and professional); facility partners; and organizations that serve individuals with intellectual and other developmental disabilities.
- Collaborate with the Headquarters team to drive and deliver Coaches Education opportunities for Local Programs and Unified Champion Schools within the Region. Works with Local Programs to ensure that all athletes and Unified Partners receive proper training from registered, trained, and certified coaches.
- 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.
- Regularly communicate 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.
- Manage the execution of seasonal sports expos and Healthy Athletes events to engage existing athletes and Unified Partners, and recruit new participants, families, volunteers, and donors.
- Serve as a resource and support for Local Programs and Unified Champion Schools regarding coach education, athlete & Unified Partner training, competition, and Unified Sports.



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Program Management: 10%

- Adhere to Regional and HQ deadlines for reporting, submissions, and compliance requirements.
- Aid in executing Special Olympics Southern California's Strategic Plan and aligning regional activities with organizational goals and priorities.
- Aid in the development and execution of the Region's annual community engagement plan.
- Contribute to developing the Region's annual Program budget, including review and expense management.
- Support Special Olympics Incorporated and Special Olympics Southern California fundraising projects, as directed.

Recruitment: 10%

- Assist in engaging 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.
- Promote athlete and Unified Partner participation in opportunities beyond sports, such as Healthy Athletes and fundraising initiatives, and support the Athlete Leadership Program and Athlete Leadership Council by assisting with recruitment.

Administration: 5%

- Assist with maintenance, inventory, and management of Region's assets, including office and storage facilities, and any SOSC-owned vehicles (if applicable).
 - 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 bi-weekly timecards, ensuring accuracy and adherence to payroll deadlines.
 - Complete and submit mileage reports, credit card expense reports, and reimbursement expense reports, ensuring proper documentation, budget approvals, and compliance with organizational policies and finance deadlines
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ESSENTIAL RESPONSIBILITIES: Collaborate with the supervisor to establish goals that align with the organization's strategic plan. Coordinates administrative processes and prioritizes, directs, & responds to matters involving administrative functions associated with operations. May use discretion and some 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).



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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/OR EXPERIENCE:

- Bachelor's degree in Sports Management, Recreation, or a related field, or
- Minimum of 3-5 years of equivalent experience in youth program development, sport administration, or recreation
- Minimum of 2 years of experience in education, youth programming, sport administration, or recreation
- 2 years of experience managing staff and volunteers
- Experience working (paid or volunteer) with individuals with disabilities preferred
- 2 years of Special Olympics experience preferred

SKILLS AND/OR ABILITIES:

- Ability to manage multiple priorities in a fast-paced, dynamic environment
- Background in organizational development, community outreach, and budget management
- Demonstrated self-motivation and ability to work independently or collaboratively
- Excellent oral and written communication skills and public speaking skills
- Excellent organization, time management, and problem-solving skills
- Experience in budget development and management
- Flexibility to travel, work evenings/weekends, and handle stressful situations
- Knowledge of sports rules, regulations, and effective sports competition management
- Proficient in Microsoft Office, database systems, and relevant technology
- Strong attention to detail and adaptability to frequent interruptions
- Strong leadership, delegation, and team management skills
- 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 the assigned 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

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.*

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 hr@sosc.org.