



Summary

Job Title: Administrator, Health Initiatives

Department: Sports & Programs - Long Beach

The **Administrator, Health Initiatives** is responsible for managing all health and fitness programs for SOSC. Knows and applies the fundamental concepts, practices, and procedures of Healthy Athletes and Team Wellness. Works on complex assignments under close guidance.

Reports To: Assistant Vice President, Sports & Programs

Job Level: Level 3

Key Responsibilities

RESULTS

Healthy Athletes Events

25%

- Administers all Healthy Athletes disciplines
 - Plan and implement all events for the seven clinical disciplines: Fit Feet, FUNFitness, Health Promotions, Healthy Hearing, Special Smiles, Opening Eyes and Medfest
 - Order equipment and maintain inventory of all purchased equipment for the events
 - Create and implement a logistics plan and timeline for each event
 - Track spending versus budget, including tracking of volunteers in-kind hours
 - Strategically implements Healthy Athlete recruitment strategies for athletes and volunteers
 - Collaborates with other departments in the implementation of various event management functions.
- Tracks spending versus budget, including tracking of volunteers in-kind hours.

Healthy Athletes Program Administration

20%

- Keep up-to-date records of screening numbers, volunteer numbers, equipment inventory for each event and over time
- In collaboration with the Development Team, secures financial support for events in the form of grants and donations (in-kind and monetary)
- Create project plan and track progress for each event
- Attends annual Health & Fitness Conferences and other similar events on behalf of the organization
- Oversees Healthy Athletes Data Entry personnel and supports troubleshooting and/or concerns
- Works closely with SOI and SONA to increase the number of individuals trained as Clinical Directors for the SOSC Chapter
- Supports the training and implementation of the Health Messenger Program.

Healthy Athletes Volunteer Engagement

20%

Volunteers are an integral component to the success of SOSC and every team member has a role in recruiting, training, supporting, and recognizing them.

Recruiting & Cultivation

- Support cultivation by being on the lookout for volunteer and intern talent while also actively nurturing relationships with existing volunteers, interns and potential partnerships
- Support volunteer engagement staff in promoting vacant volunteer shifts and assignments
- Interview and screen potential volunteers/interns for your department to bring volunteers/interns on the team that complement our culture and needed skillsets

Training & Orientation

- Ensure that all volunteers/interns within the department have the proper training, orientation, and the essential tools to perform their roles successfully

Support & Collaboration, Evaluation & Recognition

- Be readily available to volunteers/interns by responding in a timely fashion to inquiries and issues (in-person or remotely)
- Work with volunteers/interns to solve problems as they arise
- Express gratitude often to volunteers/interns, including the impact the volunteers made during their shift/term with the department
- Keep a log of volunteers'/interns' successes and milestones
- Identifies volunteer needs and creates volunteer shifts for each event
- Collaborates with Clinical Directors to recruit and deploy clinical and non-clinical volunteers for events
- Maintains relationships with key volunteers and schools affiliated with the program
- Connects to other volunteer sources to bring in new volunteers each year
- Informs and educates volunteers about their role and responsibilities
- Recruit, train, and supervise interns to help support the Healthy Athletes Program

Individual Goals

20%

(Internal) See employee feedback in Comments section of

Threads. Team Wellness Program Administration

10%

- Manages the Team Wellness program
- Supports regional staff in the planning and implementation of new programs, coach recruitment, and training
- Administer aspects of the Team Wellness program, including data collection, material and incentive distribution, and ordering of necessary supplies and materials.

Incident and Injury Reports

5%

- Processes, tracks and follows-up on all event incident and injury reports. Works with SOSC's risk management insurance company

Total

100%

CORE VALUES

Be ATHLETE centric

25%

- Lets the interests of the athletes drive daily decisions and actions
- Makes wise use of organizational resources and time in order to maximize the experiences for our athletes.
- Seeks to incorporate athlete participation in non-sports roles

Be a TEAM player

25%

- Places team and organizational success before individual achievement
- Recognizes the needs and offers assistance without waiting to be asked, or encouraged to do so
- Shows appreciation and acknowledges the contributions of others

Be a CHANGE agent**25%**

- Seeks opportunities for professional development and applies these learnings to work
- Accepts responsibility for actions, learns from experience and displays a willingness to accept feedback
- Looks for opportunities to improve processes and enlists help of others when needed.

Be a LEADER**25%**

- Shares organizational and professional knowledge with co-workers and helps to onboard new team members
- Takes on new leadership opportunities with eagerness and enthusiasm
- Represents SOSOC in a knowledgeable and professional manner

Total**100%**

Requirements

JOB LEVEL RESPONSIBILITIES:

Under supervision, performs work that is varied and that may require prioritizing and multi-tasking. Work may include some originality in close collaboration with supervisor. Has limited decision-making authority on behalf of the organization. Enforces company policies.

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 accredited college/university in a related field and/or directly related professional experience.
- 4-6 years' experience in event and program administration, oversight of highly skilled volunteers preferred.
- Knows and applies the fundamental concepts, practices and procedures of particular field of specialization.

SKILLS AND/OR RESPONSIBILITIES:

- Ability to maintain confidentiality of all data and information related to position
- Ability to effectively recruit, train, and manage large groups of day of volunteers. Successfully engage and support high level volunteers with special skills with whom a long-term relationship needs to be developed.
- Excellent organizational skills
- Excellent oral and written communication skills
- Superior customer service skills
- Demonstrated ability to motivate people
- Strong analytical skills
- Strong project management skills
- Excellent computer skills including Excel, Word and Outlook and data base
- Ability to travel and to work evenings and weekends to meet job requirements
- Must have a valid driver's license and meet minimum California vehicle insurance requirements
- Ability to successful pass background screen of criminal and driving history

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and to use hands to finger, handle, or feel. The employee occasionally is required to stand, walk, reach with hands and arms, lift or carry up to 24 pounds, and lift overhead up to 24 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May work from home on a limited basis with prior supervisor approval of each occurrence.

The noise level in the work environment is usually moderate. This job requires occasional driving.

COMPENSATION: Position is full-time, non-exempt (hourly) and benefits eligible; compensation range is \$16.00-\$20.00/hour depending on directly related experience.

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