



Job Title: Director, Northern Division Sports & Program

Location: Ventura, CA

Reports To: Assistant Vice President, Field Operations (Northern Division)

Position Reporting To: Manager II, Sports (KERN)
Manager, Sports & Competition (SBC)
Manager, Sports & Competition (SLO)
Coordinator, Sports (VEN)

SUMMARY:

The Director, Northern Division Sports & Programs is responsible for the organization and management of the Special Olympics sports development program in San Luis Obispo, Santa Barbara, Ventura, Kern, and Inyo Counties to support athlete growth and retention. The Director, Northern Division Sports & Programs oversees and manages sports & program development, including Unified Champion Schools and other athlete programming, coaches training, and the Games Management Teams for the Northern Division. Regular travel between the above counties is an essential function of this position.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Volunteer Engagement

14%

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
 - Strategically recruit new volunteers into needed roles like coaches, Games Management Team members, Sports Development Team members, competition related volunteers to ensure quality sports training and competition
 - Support cultivation by being on the lookout for volunteer talent while also actively nurturing relationships with existing volunteers and potential partnerships
 - Screen and interview potential volunteers to bring volunteers on the team that complement our culture and needed skillsets
- Training & Orientation
 - Ensure that all volunteers have the proper training, orientation, and the essential tools to perform their roles successfully.
 - Ensure that all volunteers complete necessary background check and required training prior to volunteering or renewing term
 - Organize and conduct quarterly general orientation sessions, protective behaviors, and sports training schools
- Support & Collaboration, Evaluation & Recognition
 - Be readily available to volunteers by responding in a timely fashion to inquiries and issues (in-person or remotely)
 - Work with volunteers to solve problems as they arise
 - Schedule periodic visits with coaches and teams at practices and competitions
 - Supervise and support coaches for all sports offered including hosting orientations, clinics, and meetings. Provide opportunities for them to lead others once they have the proper skillsets and knowledge
 - Express gratitude often to volunteers, including the impact the volunteers made during competition, events, practice, office work, committee participation, etc.
 - Keep a log of volunteers' successes and milestones



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- Strategic Planning / Outreach** 12%
- Responsible for the development and implementation of a Divisional Outreach Plan to increase the number of athletes, coaches, and volunteers
 - Develops and implements a comprehensive Athlete Recruitment Plan by identifying the goals and needs of the Division
 - Develops and implements a comprehensive Athlete Retention Plan to ensure continuity in participation
 - Ensures that the SOSC Guiding Principles are in the forefront of all programs and activities
 - Ensures that the SOSC Continuity Plan is managed appropriately in the Division
- Program Development** 10%
- Develops the resources and partnerships needed to serve athletes from 2 years and older in communities throughout the Division. These programs include community-based local programs, School Games, Unified Sports programs and Young Athlete Programs.
- Sport Program Management** 10%
- Leads and supervises the Northern Division sports program development through Local Programs, Young Athletes, and Schools Programs including Unified Champion Schools and SO College partnerships
 - Manages Unified Sports program development
 - Provides overall supervision of Divisional sports program and ensures compliance with SOI and SOSC policies and rules
 - Oversees Coaches Education and ensures compliance in certification for all sports & programs volunteers
- Competition** 10%
- Through direct supervision of staff, manages Games Management Teams to conduct Area/Regional/Divisional Games and competition for all sports
 - Approves and manages contracts & insurance requirements for facilities
 - Promotes outside opportunities to athletes
 - Directs office set-up and manages the maintenance of athlete medical forms and monitoring system that ensures they are current and complete
 - Ensures all athletes train and compete according to SOI and SOSC specifications
 - Manages allotments and participation of Regional and Local programs in Chapter events
- Supervisor Duties** 10%
- Maintains and develops staff by recruiting, selecting, orienting, on-boarding, coaching, providing feedback, and training employees
 - Supports professional development
 - Explains, guides, and enforces systems, policies, and procedures. Counsels as needed
 - Maintains a safe and healthy work environment through observation and coaching and training
 - Develops schedules, provides resources, assigns, and monitors work
 - Maintains own professional and technical knowledge and that of team members
 - Contributes to team morale and motivation
 - Schedules regular team meetings for each team member to share information, challenges, and successes
 - Keeps team informed of organization happenings
 - Responsible for team meeting their goals and overall achievements of department



Administration	6%
<ul style="list-style-type: none"> • Oversees such tasks as invoice and payment processing for sports & programs, insurance and contract requirements, and budget projection and management • Ensures compliance in reporting and documentation protocols regarding Unified Champion Schools and SO College partnerships 	
Athlete & Youth Leadership Programs	4%
<ul style="list-style-type: none"> • Oversees ALP's and assists with global messenger participation in events as needed • Conducts youth activation activities including Partners Clubs, End the R Word campaigns, school and youth fundraising and regional Youth Activation Committee. 	
Fundraising/Community Resources	4%
<ul style="list-style-type: none"> • Enlists community resources such as service and civic clubs, recreation departments, colleges & universities, high schools and local businesses to support regional sports and fundraising programs • Maintains strong relationships with related organizations and groups who serve individuals with intellectual disabilities including the local Regional Centers and ARC's. 	
Individual Goals	20%
<ul style="list-style-type: none"> • (Internal) See employee feedback in Comments section of Threads 	
TOTAL	100%

Core Values

Be ATHLETE centric	25%
<ul style="list-style-type: none"> • 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%
<ul style="list-style-type: none"> • 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%
<ul style="list-style-type: none"> • 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%
<ul style="list-style-type: none"> • 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%



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 required.
- Ten (10) to twelve (12) years of experience in recreation, sports administration and program development.
- Four (4) years of experience in volunteer/staff supervision and management.
- Paid or volunteer experience working with individuals with disabilities preferred.
- Two (2) years of Special Olympics experience preferred.

Skills and/or Abilities:

- Excellent organization skills
- Excellent oral and written communication skills, and public speaking skills
- Ability to multi-task effectively
- Excellent problem-solving 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 to work evenings and weekends to meet job requirements
- Have valid California driver's license and meet minimum California vehicle insurance requirements
- Ability to pass background screen check of drivers' license and criminal 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.

The noise level in the work environment is usually moderate. This job requires regular travel between Santa Barbara and Ventura, as well as occasional driving.

COMPENSATION:

Position is full-time, benefit eligible. Salary range is \$55,000 - \$65,000, depending on relevant experience.

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