

**Job Title: Coordinator, Sports & Programs (LA/SGV)**

Department Field Operations

The Coordinator, Sports and Programs is responsible for providing a wide variety of administrative support to the regional office. The Coordinator works with regional employees and volunteers to ensure even flow of administrative work in the office.

Reports To: Sr Sports and Program Manager

Job Level: 2

**Key Responsibilities**

**RESULTS**

Database Management	10%
Maintains databases to manage information on athletes and coaches through GMS (Games Management System) and updates information, certifications, census, and team rosters.	
Individual Goals	20%
See employee feedback in Comments section of Threads.	
General Office Responsibilities	15%
Provides general administrative support to regional staff. Answers incoming telephone calls, provides information and/or forward calls to appropriate personnel. Assists staff in other departments when needed to contribute to office efficiency. May coordinate sport interns.	
Event Support	13%
Supports Community/Traditional events as assigned. This includes competitions, Young Athletes events, wellness initiatives and fundraising events. May participate as member of Games Organizing Committee in assigned area of responsibility.	
Sports Program Coordination	40%
Assist with sports programs by overseeing community teams and local programs sports activities including community based Young Athletes and wellness initiatives. This may involve the purchase, inventory, maintenance, distribution and collection of sports equipment and supplies, sports program meeting coordination, and logistics for sports competitions and trainings. Projects may include coordinating logistics, research and creating reports.	
Schools Program Management	2%
Responsible for the development, implementation and management of Unified Champion Schools and all other school-based activities and programs. Tasks include, but are not limited to partnership development and management, securing facilities, transportation, uniforms, equipment, officials, insurance, awards, athlete registration and divisioning in GMS, and data management in Raiser's Edge.	
Total	100%

## **CORE VALUES**

Be ATHLETE centric

- 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

- 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

- 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

- 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

## **Requirements**

### JOB LEVEL RESPONSIBILITIES:

Using established procedures and working under immediate supervision, perform assigned tasks. Work is well defined with instructions provided. Enforces company policies. Works in multiple functional areas.

### 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:**

- AA degree or equivalent
- Basic knowledge of business administration and practices
- 2-4 years related administrative experience
- Knows and applies the fundamental concepts, practices and procedures of particular field of specialization.

**Skills and/or Abilities:**

- Proficiency in using computer equipment, accessing the internet, and using software, including Microsoft Word, Excel, PowerPoint, and Publisher.
- Excellent data entry skills and experience
- Ability to multi-task and prioritize in a dynamic work environment
- Ability to maintain a high degree of confidentiality in how work is conducted
- Excellent organization skills and strong attention to detail
- Strong oral and written communication skills
- Ability to be self-motivated
- Strong customer service orientation
- Spanish language skills helpful, not required
- Have valid California driver's license and meet minimum California vehicle insurance requirements
- Ability to pass background screen in regards to 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, benefit eligible, salaried non-exempt; salary range is \$15.00 - \$18.00 hour, depending on directly related experience.