



Summary

Job Title

Coordinator, LAUSD Sports & Programs

Position is temporary, estimated duration through 12.19

Department

Sports & Programs

The **Coordinator, LAUSD Sports & Programs** is responsible for providing a wide variety of administrative and event support to the Manager, LAUSD Sports & Programs in the organization and management of the Special Olympics sports program within the Los Angeles Unified School District. Under the supervision of the Manager, LAUSD Sports & Programs, this position will manage sports programming, the development of Unified Schools, and work directly and collaboratively with LAUSD Partnership chairpersons and committees to fulfill partnership goals.

Reports To: Community Engagement Director

Dotted Line to: Director, Unified Champion Schools

Job Level: Level 2

Key Responsibilities

RESULTS

Sports & Program Management (35%)

1. Supports Manager, LAUSD Sports & Programs with day to day program operation as assigned. Tasks could include general administrative support as well as the coordination of interns and other volunteers.
2. Assists in the management of LAUSD sports and programs by implementing many aspects of school-based sports activities, including the Motor Activity Training Program and Young Athletes.
3. Provides support to LAUSD in coaches education for all sports offered as the partnership needs.
4. Assists in the development and implementation of a comprehensive sports program by identifying the goals and needs of LAUSD.

Unified Schools (20%)

1. Assists with the development, implementation and management of Unified Schools within LAUSD;
2. Works collaboratively with SOSC Regional staff to provide technical support to Unified Schools Participants.
- 3.

Individual Goals (20%)

See employee feedback in Comments section of Threads.

Volunteer Management (5%)

1. Optimize relationships to recruit and enlist volunteers to meet the needs of the partnership/each event; Ensures that all volunteers receive background screening appropriate to their involvement and that screening requirements are communicated during recruitment, trainings, and orientation.

Non-LAUSD Event Support (5%)

1. Supports Community/Traditional events as assigned. This includes competitions, Young Athletes events, wellness initiatives and fundraising events;
2. May participate as member of Games Organizing Committee in assigned area of responsibility.

Administration (15%)

1. Tasks could include securing facilities, transportation, uniforms, equipment, officials and insurance; athlete registration and divisioning in GMS; competition management and awards; maintaining sports equipment and supplies in the office and at storage facility; and school tracking in Raiser's Edge.

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

100%

Total

Requirements

JOB LEVEL RESPONSIBILITIES:

Usually works under minimum supervision, conferring with superior on unusual matters. May be assisted by lower level personnel. Assignments are broad in nature, requiring originality and ingenuity.

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 or equivalent
- 1-2 years of professional experience in recreation, sports administration and program development.
- 1-2 years of experience in volunteer/staff management
- Paid or volunteer experience working with youth within in a school setting preferred.
- 1-2 years of Special Olympics experience preferred.
- Usually works under minimum supervision, conferring with superior on unusual matters. May be assisted by lower level personnel. Assignments are broad in nature, requiring originality and ingenuity. Has some appreciable latitude for unreviewed action or decision.

SKILLS AND/OR ABILITIES:

- Background in youth empowerment and leadership development
- Background in community outreach
- Demonstrated ability for project management
- Excellent oral and written communication skills, and public speaking skills
- Excellent organization, time management and problem-solving skills
- Strong attention to detail and ability to work with frequent interruptions
- Strong people skills and customer service orientation
- Ability to work with diverse personalities and in stressful situations

- Ability to be flexible
- Ability to delegate effectively
- Ability to multi-task effectively
- Proficiency in using relevant technology, including Microsoft Office and database systems
- 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
- Ability to travel and to work evenings and weekends to meet job requirements

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 25 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 supervisory approval of each occurrence.

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

COMPENSATION: Position is full-time, temporary through 12/19, NOT benefit eligible, salaried non-exempt; salary range is \$17.00 - \$19.00 hour, depending on directly related experience.