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**Job Title:** Manager II, Schools Program | Orange County

**Department | Location:** Sports & Programs | Santa Ana, CA

The **Manager II, Schools Program** is responsible for the recruitment and development of partnerships with entities that serve youth and young adults (from birth to college graduation) to implement strategies that promote social inclusion, including Unified Sports and Unified Leadership. Entities include, but are not limited to educational institutions, organizations that serve youth with intellectual and other developmental disabilities, and community centers.

**Job Level: 5 | Reports To:** Assistant Vice President, Unified Champion Schools

**Work Environment (Hybrid):** Employee and SOSC will establish a hybrid work schedule with a set number of days in the SOSC office and at remote work site including school locations. The remote work site must be distraction free, contain a proper work surface (table or desk) and have adequate Wi-Fi capability.

The Manager will spend majority of their time directing attention, resources and capacity to communities, schools and school districts within Orange County.

Regular travel within Orange County is an essential function of this position.

This position is eligible for mileage reimbursement when incurred on any normal workday for traveling on business related activities, in excess of your normal commute mileage.

**Compensation:** This is a full-time position with benefits eligible on the first of the month following 60 days of start date. The salary non-exempt range is **\$49,920.00 - \$58,240.00 (\$24.00 - \$28.00 hrly)** depending on relevant education and experience.

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## KEY RESPONSIBILITIES

### **School Program: 70%**

- Identify, recruit, train and support partners of Unified Champion Schools, Young Athletes, and SO Colleges. Ensure clear and open communication between all partners and SOSC, and provide technical, subject-matter assistance or expertise to partners as needed to ensure compliance and the successful delivery of services to the athletes and families of that community.
- Accurately register, track and monitor Schools Program participation data. This may include documentation work in GMS, Raiser's Edge, and other UCS related data-tracking platforms.
- Build and manage a robust Schools Program portfolio primarily comprised of San Diego Unified School District schools.
- Maintain oversight of UCS Budget as it pertains to San Diego Unified School District and its member schools.

### **Collaboration/Coordination with other Teams and Departments: 15%**

- Maintains an open and ongoing dialogue with other Departments and Teams to connect Schools Program participants and their families to SOSC.
- Searches out opportunities to collaborate with other Departments and Teams to connect Schools Program participants and their families to SOSC. Specific examples include Unified Sports, Unified Leadership, Health Initiatives, and Fundraising Initiatives.
- May participate in the following, with approval from supervisor: Sports & Programs Dept. work groups, task force committees, and special projects; as a member of a Games Organizing Committee in assigned area of responsibility.

### **Inventory Maintenance & Supervision: 5%**

- Aid in the maintenance, inventory, and management of team assets in the office and at storage facility.
- Assists teammates when needed to contribute to team efficiency.
- Will supervise varying levels of volunteers, including interns. May supervise hourly employees.

## CORE VALUES

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

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### **Individual Goals: 10%**

- Internal Use: See employee feedback in Comments section of Threads

**Total: 100%**

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**JOB LEVEL RESPONSIBILITIES:** Works with supervisor on agreed upon goals and plans. Uses discretion and independent judgement within specific areas of expertise. May supervise hourly employees.

**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 or related professional experience.
- 5-7 years of qualifying equivalent experience in education, youth program development, sport administration or recreation.
- Volunteer and/or staff management experience dealing with a diverse group of individuals.
- Paid or volunteer experience working with individuals with disabilities preferred.

### **SKILLS AND/OR ABILITIES:**

- Working knowledge of Special Olympics
- Demonstrate clear knowledge of Unified Sports, Youth Leadership, and social inclusion
- Demonstrate knowledge of State Educational Goals and objectives, as well as Educational Systems, and school districts
- Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of complex assignments
- Background in organizational development and community outreach
- Demonstrated ability for project management
- Strong self-motivation and the ability to work independently
- 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 in regards to criminal and driving history
- The employee occasionally is required to stand, walk, lift or carry up to 24 pounds

**APPLY:** Please send resume and cover letter to [ocjobs@sosc.org](mailto:ocjobs@sosc.org).