



Job Title: Senior Manager, Sports & Programs

Department | Location: Sports & Program | Murrieta (Inland Empire)

The **Senior Manager, Sports & Programs** is responsible for the growth of the program in the identified county or geography. The Senior Manager, Sports & Programs oversees community outreach and is responsible for achieving annual growth and retention goals of number of athletes served through the development and operation of programs and partnerships. The Senior Manager, Sports & Programs also oversees and manages sports programming, training, and competitions for the given county or geography. Specific duties and responsibilities may vary by Region or geography.

Reports To: Director, Sports & Programs

Position Reporting To: Administrator, Sports & Programs

Job Level: 15

Compensation: Position is full-time, benefit eligible. The salary non-exempt range is **\$62,400.00 – \$68,640.00** depending on education and relevant experience.

KEY RESPONSIBILITIES

Sport Program Management: 45%

- Responsible for the day-to-day sports program operations and development through Local Programs.
- Provides supervision of sports program and ensures compliance with SOI & SOSC policies and rules, ensuring that all athletes train and compete according to SOI and SOSC specifications.
- Manages the maintenance of athlete medical forms and monitoring system that ensures they are current and complete.
- Solicits and prepares contracts & insurance requirements for training facilities.
- Promotes and encourages athlete participation in opportunities outside of sport within the community.
- Recruits, trains, supports, evaluates, and retains volunteers to fulfill various roles in sports.
- Responsible for the delivery of Coaches Education and ensures that all volunteers in an assigned geography are properly registered, trained, and certified.
- Activates community resources such as service and civic clubs, recreation departments, colleges & universities, high schools and local businesses to support programs.
- Manages relationships with community organizations as assigned by supervisor.
- Actively participates in and may lead committees, sub-committees, and work groups.
- Manages and supports virtual programming, activities, and events; encourages, manages, and tracks athlete participation in these programs.

Competition: 20%

- Recruits, manages, directs, and supervises volunteer Games Management Teams to conduct competition opportunities for all sports.
- Manages allotments and participation of Local Programs in Chapter events.
- May serve in leadership capacities for events, including Games Director.
- Identifies and prepares contracts for facilities, secures meals, officials, insurance and awards, and manages results, secures medical personnel, promotes opportunities to athletes.
- Oversees athlete registration and divisioning in GMS.



Individual Goals: 10 %

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

Supervisor Duties: 10%

- Maintains and develops staff by recruiting, selecting, orienting, onboarding, coaching, providing feedback and training employees.
- Supports professional development. Explains, guides, and enforces systems, policies and procedures. Counsels as needed
- Maintains safe and healthy work environment through observation and coaching and training.
- Develops schedules, provides resources, assigns and monitors work.
- Controls expenses by gathering and submitting budget information, monitoring variances and implementing corrective actions.
- 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.

Championships: 5%

- Coordinates participation in Chapter events.
- Acts as primary delegation contact throughout the event(s) and oversees delegation registration, housing and travel logistics.

Administration: 5%

- Oversees such tasks as invoice and payment processing for sports & programs, insurance and contract requirements, and budget projection and management.
- Approves team members' work schedule, expense reports and timecards according to SOSC policy.
- Utilizes GMS for athlete/coach database management and games management.
- May provide oversight of SOSC's local office, administrative budget, storage space and SOSC owned vehicles (if applicable).

Athlete & Youth Leadership Programs: 5%

- Provides support for Athlete Leadership Program and assists with Global Messenger and Athlete Health Messenger participation in events as needed.
- Provides support for Athlete Input Councils.

Total: 100%

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 and/or non-exempt salaried employees. May have access to executive level confidential information and/or data. Recognized expert in all areas of responsibility. Enforces company policies. Usually works under minimum supervision, conferring with superior on unusual matters.

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 required.
- 7-10 years directly related professional experience, including supervision of employees
- Experience in recreation, sports administration, program development and volunteer/staff management
- Paid or volunteer experience working with individuals with disabilities preferred
- 2 years of Special Olympics experience preferred
- Possesses and applies a broad knowledge of principles, practices, and procedures of particular field of specialization to the completion of difficult assignments

SKILLS AND/OR ABILITIES:

- Excellent organization skills
- Excellent oral and written communication skills, and public speaking skills
- 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.

WORK ENVIRONMENT:

Employee and SOSC may establish a hybrid work location schedule, with a set number of days in the SOSC office and at a remote work site. Remote work site must be distraction free, contain a proper work surface (table or desk) and have adequate Wi-Fi capability.

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



CORE VALUES

Be an **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%