



Job Title: Senior Manager, Athlete Leadership

Department: Sports & Programs (Long Beach, CA)

The **Senior Manager, Athlete Leadership** is responsible for the overall development and management of the Athlete Leadership program for Special Olympics Southern California. The Senior Manager, Athlete Leadership oversees Athlete Leadership trainings, maintenance of Athlete Leadership records, and the planning and hosting of events focused on Athlete Leadership at the chapter-level. This position is responsible for achieving annual growth and retention goals of the number of Athlete Leaders and volunteer mentors. The Senior Manager, Athlete Leadership supports or manages the staff and volunteers within the organization responsible for delivering Athlete Leadership programs and initiatives at both the county and chapter level. This position provides support to the counties to ensure high quality, well-coordinated and consistent program implementation.

Report To: AVP, Community Partnerships

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

Athlete Leadership: 45%

- Develop long-term goals for the growth of the Athlete Leadership program within Special Olympics Southern California.
- Act as the primary contact for Athlete Leadership opportunities – communication and coordination as needed.
- Assist with the development and support of Athlete Input Councils.
- Serve as a resource to SOSOC's team on all aspects of Athlete leadership.
- Coordinate and support Athlete Leadership events and trainings. Create PowerPoint presentations, scripts, and provide follow-up when needed. Update as needed.
- In collaboration with Athlete Leadership staff, assure that direct support is being provided to athletes serving in leadership roles including Athlete Input Councils, Global Messengers, Health Messengers, Athlete coaches, Board positions, and Board Committee positions.
- Organize Athlete Leader involvement during Volunteer Week.
- Work closely with SOSOC staff to provide clear communication and expectations regarding Athlete Leadership programming and activities.
- Work as a liaison with SOSOC staff and Global Messengers to promote Athlete Leadership roles within the organization.
- Develop, maintain and report on Athlete Leadership budget.

Administrative: 20%

- Maintain & manage accurate records pertaining to Athlete Leadership: GMS Tracking, Global Messenger activity, speaking engagements, trainings, and certifications.
- Support Athlete Leadership Board Committee Meetings – work with the committee chair to send out meeting invitations and reminders, attend meetings, assure notes are taken, provide follow-up when needed.
- Provide leadership in fulfilling Athlete Leadership grants and reporting.
- Work with the Marketing and Communications team to create collateral, promote Athlete Leadership through the website, social media, email, and other channels



Volunteer Management: 20%

- 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

- Support cultivation by being on the lookout for volunteer and intern talent while also actively nurturing relationships with existing volunteers, interns and potential partnerships
- Support volunteer engagement staff in promoting vacant volunteer shifts and assignments
- Interview and screen potential volunteers/interns for your department to bring volunteers/interns on the team that complement our culture and needed skillsets

Training & Orientation

- Ensure that all volunteers/interns within the department have the proper training, orientation, and the essential tools to perform their roles successfully

Support & Collaboration, Evaluation & Recognition

- Be readily available to volunteers/interns by responding in a timely fashion to inquiries and issues (in-person or remotely)
- Work with volunteers/interns to solve problems as they arise
- Express gratitude often to volunteers/interns, including the impact the volunteers made during their shift/term with the department
- Keep a log of volunteer/intern successes and milestones

Individual Goals: 15%

- See employee feedback in the comments section of Threads. (Internal)

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:

- 7-10 years directly related professional experience including supervision of employees
- Bachelor's Degree or equivalent in related area.
- Experience working with people with intellectual disabilities 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 oral and written communication skills, and public speaking skills
- Excellent problem-solving skills
- Ability to be flexible
- Ability to work with diverse personalities
- Exceptional organizational skills, including attention to detail
- Excellent computer skills including Excel, Word and Outlook and database
- Ability to effectively recruit and train groups of volunteers
- Superior customer service skills
- Demonstrated ability to motivate people
- Strong event and project management skills
- Understanding of marketing and design
- Ability to lead complex assignments
- May work across departments
- 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 in regards to criminal and driving history
- The employee occasionally is required to stand, walk, lift or carry up to 24 pounds

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.

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