



Job Title: Manager, Sports & Competition | Los Angeles County (North)

Department | Location: Sports & Programs | Santa Clarita, CA

The **Manager, Sports & Competition** is responsible for the organization and management of Special Olympics sports program in the identified county or geography to support athlete growth and retention. The Manager, Sports & Competition oversees and manages programming, sports training and competitions for the given county or geography. This position participates in strategic planning for sports, utilizing advanced knowledge in all aspects of SOSC Sports Management and has oversight responsibility for county sports activities. Specific duties and responsibilities may vary by county or geography.

Reports To: Director, Sports & Programs

Job Level: 4

Compensation: This is a full-time position with benefits eligible on the first of the month following start date. The salary non-exempt range is **\$53,040.00 - \$65,000.00 (\$25.50 - \$31.25 hrly)** depending on relevant education and 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.
- Activate community resources such as service and civic clubs, recreation departments, colleges & universities, schools and local businesses to support programs.
- Supports relationship management with community organizations as assigned by supervisor.
- Maintains sports equipment and supplies in the office and at storage facility. This may involve the maintenance, purchase, inventory, distribution and collection of sports equipment and uniforms.
- 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: 25%

- Recruits, manages, directs, and supervises Games Management Team volunteers 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: 15%

- Internal: See Individual Goals in Comments section of employee profile in Threads.

CORE VALUES

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



Administration: 8%

- Oversees invoices and payment processing for sports & programs, insurance and contract requirements, and budget projection and management.
- Utilizes GMS for athlete/coach database management and games management.

Championships: 5%

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

Athlete Leadership Programs: 2%

- 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

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 and interns.

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.
- 2 years of experience in volunteer/staff management.
- Paid or volunteer experience working with individuals with disabilities preferred.
- 2 years of Special Olympics experience preferred.

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
- The employee occasionally is required to stand, walk, lift or carry up to 24 pounds

WORK ENVIRONMENT: Position's primary work location is in the SOSC Santa Clarita office. Employee and SOSC will establish a hybrid work schedule with a set number of days in the SOSC office and at remote work sites. The remote work site must be distraction free, contain a proper work surface (table or desk) and have adequate Wi-Fi capability.

Position requires driving/travel within North Los Angeles County (Antelope, Santa Clarita & San Fernando Valley).

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