



Job Title: Associate Manager, Athlete & Unified Leadership | Part-time

Department: Sports & Programs

Location: Long Beach, CA

The **Associate Manager, Athlete & Unified Leadership**, is responsible for supporting the development and management of the Athlete & Unified Leadership program for Special Olympics Southern California. The Associate Manager, Athlete and Unified Leadership will oversee Athlete Leadership training, maintenance of Athlete Leadership records, and the planning of training 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 Associate Manager, Athlete & Unified Leadership supports 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: 4

Compensation: This is a part-time (20 – 32 hours weekly) position with benefits eligible on the first of the month following the start date. The non-exempt range is **\$23.50 - \$29.25 hourly** depending on relevant education and experience.

KEY RESPONSIBILITIES

Athlete Leadership: 50%

- Assist with long-term development goals for the growth of the Athlete & Unified Leadership program within Special Olympics Southern California.
- Act as the primary contact for Athlete Leadership opportunities, including communication and coordination, as needed.
- Assist with the development and support of Athlete Input Councils in counties and HQ.
- Serve as a resource to SOSOC's team on all aspects of Athlete Leadership.
- Coordinate and support Athlete Leadership events and training.
- Create PowerPoint presentations, scripts, provide follow-up and ensure communication is updated on a regular basis.
- 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 and volunteers, and to those on the Board and Board Committees.
- Organize athlete leader who serve an important role 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.
- Help develop and maintain 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 who serves on Board & Committees.
- Provide training and support for athletes who chair any group or committee to ensure good meeting practices are followed; meeting invitations and reminders, attend meetings, notes are taken, provide follow-up, etc.
- Create job descriptions for Athlete Leadership Internship positions and a process of recruitment, interviewing, placement, feedback and ensure performance review are conducted in a professional and a timely manner.
- Assist with the booking of a location to host training courses for Global Messenger, Unified Leadership and other related training needed for our athletes or staff.
- Assist with the accommodation for athletes, mentors, and trainers for overnight stays.
- Work with the Marketing and Communications team to create collateral, promote Athlete & Unified Leadership through the website, social media, email, and other channels.

Volunteer Management: 20%

- Assist with recruiting volunteers to serve as speech coaches, trainers, as needed.
- Assist with recruitment for volunteers/committee members to assist with Global Messengers, Health Messengers, Athlete Coaches, and Board Committee trainings.
- Provide volunteers/interns recognition, including the impact the volunteers made during their shift/term with the department by written thank you notes and other ways.
- Keep a log of volunteer/intern successes and milestones.

Individual Goals: 10%

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

JOB LEVEL RESPONSIBILITIES: Works with supervisor on agreed upon goals and plans. Uses discretion and independent judgement within specific areas of expertise. Will supervise varying levels of volunteers, including interns. 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:

- 4-5 years directly related professional experience including supervision of employees and/or volunteers.
- Bachelor's Degree or equivalent in related area.
- Experience working with people with intellectual disabilities preferred.



Skills and/or Abilities:

- Proficiency in using relevant technology, accessing the internet, software, including Microsoft Office (Excel, Word, Outlook and PowerPoint) and database systems.
- Excellent oral and written communication skills, and public speaking skills
- Excellent problem-solving skills
- Ability to be flexible.
- Ability to work with diverse personalities.
- Excellent organization, time management and problem-solving skills
- Ability to effectively recruit and train groups of volunteers.
- Demonstrated ability to motivate people.
- Strong event and project management 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, multi-task and delegate effectively.
- Ability to travel and to work evenings and weekends to meet job requirements.
- Ability to lead complex assignments.
- May work across departments.
- Ability to travel and to work evenings and weekends to meet job requirements.
- Have a valid California driver's license and meet minimum California vehicle insurance requirements.
- Ability to pass background screen regarding criminal and driving 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 Long Beach office. SOSC may request employees to work remotely on occasion and employees may request to work remotely, on occasion, with advance approval. Remote work sites 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. Position might require driving/travel.