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**Job Title:** Associate Manager, Schools Program (San Diego Unified School District) | Part-time

**Department:** Sports & Programs

**Location:** San Diego, CA

The **Associate Manager, Schools Program** is responsible for assisting with 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. This position will spend most of their time directing attention, resources and capacity to the San Diego Unified School District and its member schools.

**Job Level:** 3

**Reports To:** Assistant Vice President, Unified Champion Schools

**Compensation:** This is a grant funded part-time benefit eligible position. Employment is contingent upon receiving SOI annual grant funding. Grants for SOSC are pre-approved by June 30<sup>th</sup> annually for August - June of the following year. You will be provided with a copy of the grant.

The salary non-exempt range is **\$23.50 - \$29.25 hourly** depending on relevant education and experience. Benefits are effective on the first of the month following the start date.

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## KEY RESPONSIBILITIES

### **Schools Program: 70%**

- Assists with identifying, recruiting, training, and supporting 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.
- Assist with building and managing a robust Schools Program portfolio comprised of San Diego Unified School District schools.
- Assist in the maintenance of the UCS Budget as it pertains to San Diego Unified School District and its member schools.

### **Collaboration/Coordination with other Teams and Departments: 10%**

- Maintains an open and ongoing dialogue with other Departments and Teams to connect Schools Program participants and their families to SOSC.
- Assist the UCS Team to search out opportunities to collaborate with others to connect Schools Program participants and their families to SOSC. Specific examples include Unified Sports, Unified Leadership, Health Initiatives, and Fundraising Initiatives.
- As time permits, participate in the following with approval from supervisor: Sports & Programs, work groups, task force committees, and special projects.



## 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.

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

- Assist with the maintenance, inventory, and management of team assets in the office and at storage facility.
  - Assists teammates when needed to contribute to team efficiency.
  - Provide assistance with the oversight of various levels of volunteers, including interns.
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**JOB LEVEL RESPONSIBILITIES:** Works with supervisor on agreed upon goals and plans. Has autonomy and flexibility in day-to-day work towards accomplishing goals. Has some decision-making authority around issues related to area of responsibility. 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:**

- Bachelor's degree from an accredited college/university or related professional experience.
- 3-5 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.

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

- Working knowledge of Special Olympics preferred
- 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
- Proficiency in using relevant technology, accessing the internet, and using software, including Microsoft Office (Word, Excel, and PowerPoint) and database systems.
- Strong background in organizational development and community outreach
- Superior relationship-building and interpersonal skills which enable rapport-building with internal and external stakeholders.
- Demonstrated project management skills that enable the execution of complex, multi-stakeholder projects.
- Superior organizational and project management skills with strong attention to detail
- 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



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- 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.
- Have a valid California driver's license and meet minimum California vehicle insurance requirements.
- Must be able to pass a background screen of criminal history and DMV record.

**WORK ENVIRONMENT:** Position's primary work location is in the SOSOC San Diego office. SOSOC 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. This job will be based out of San Diego County, though regular travel within San Diego County is an essential function of this position.