

Job Title: Manager, Programs | **Region:** 1

Department: Programs | **Location:** Ventura, CA

The **Program Manager** is responsible for organizing and managing the Region's community sports and Unified Champion Schools programming and will spend most of their time directing attention, resources, and capacity to communities within their assigned geography within the Region. The Program Manager will collaborate closely with the community and staff to promote Special Olympics, aid in recruiting new athletes, Unified Partners, and volunteers, and assist Unified Champion Schools (UCS) and Local Programs in achieving Special Olympics Southern California's goals, objectives, standards, and mission.

Assigned Geography: Santa Barbara County, and Ventura County

Reports To: Director, Programs | **Job Level:** 4

Compensation: This is a full-time position with benefits eligible on the first of the month following the start date. The salary non-exempt range is **\$58,240.00 - \$70,980.00**, depending on relevant education and experience.

KEY RESPONSIBILITIES

Program Management:

- Abide by SOSOC Core Values and demonstrate a commitment to diversity, equity, and inclusion in all aspects of operations.
- Adhere to Regional and HQ deadlines for reporting, submissions, and compliance requirements.
- Aid in executing Special Olympics Southern California's Strategic Plan and aligning regional activities with organizational goals and priorities.
- Aid in the development and execution of the Region's annual community engagement plan.
- Contribute to developing the Region's annual Program budget, including review and expense management.
- Promote and uphold the mission of Special Olympics Southern California within the Region.
- Support Special Olympics Incorporated and Special Olympics Southern California fundraising projects, as directed.

Recruitment:

- Assist in engaging community resources such as service and civic clubs, parks & recreation departments, schools, community organizations like YMCAs and Boys & Girls Clubs, and local businesses to support programs.
- Promote athlete and Unified Partner participation in opportunities beyond sports, such as Healthy Athletes and fundraising initiatives, and support the Athlete Leadership Program and Athlete Leadership Council by assisting with recruitment.



School and Community Program Integration Support:

- Build and steward a robust portfolio of primary, secondary, and higher education institutions; working relationships within the local sport professional community, including local athletic departments (high school, college, and professional); facility partners; and organizations that serve individuals with intellectual and other developmental disabilities.
- Collaborates with the Headquarters team to drive and deliver Coaches Education opportunities for Local Programs and Unified Champion Schools within the Region. Works with Local Programs to ensure that all athletes and Unified Partners receive proper training from registered, trained, and certified coaches.
- Ensure clear and open communication between all partners and SOSC, and provide technical, subject-matter assistance or expertise as needed to ensure compliance and the successful delivery of services to the athletes, Unified Partners, and families of that community. Regularly communicate activities and events within the Region to Local Programs, Unified Champion Schools, families, volunteers, and SOSC Headquarters.
- Maintains an open and ongoing dialogue with other Departments and teammates to connect all participants and their families to SOSC. This includes collaboration on School and Community Program Integration, Local Program development, Unified Sports, Youth and Athlete Leadership, Health and Fundraising initiatives, Volunteers, and Marketing and communications.
- Manage the execution of seasonal Sports Expos and Healthy Athletes events to engage existing athletes and Unified Partners, and recruit new participants, families, volunteers, and donors.
- Serve as a resource and support for Local Programs and Unified Champion Schools regarding coach education, athlete & Unified Partner training, competition, and Unified Sports.

Sports Management:

- Adhere to Regional and HQ deadlines for reporting, submissions, and compliance requirements. Manage all assigned traditional and Unified Sports competitions in accordance with the standards and rules of SOI and SOSC, ensuring that all athletes and Unified Partners register, train, and compete according to SOI and SOSC specifications.
- Assist in recruiting and managing volunteers, volunteer committees, and/or athletes to work/attend sporting events. Assist in placing coaches and team volunteers with Local Programs.
- Contribute to creating and coordinating the Special Olympics Southern California sports plan, including Young Athletes, the Motor Activity Training Program, and Unified Sports.
- Ensure Local Programs have sports equipment and uniforms. This may involve maintenance, purchasing, and inventory.
- Lead all aspects of sports event management for the Region; identify and prepare facility contracts for approval; secure meals, officials, insurance, and awards; manage results; promote athlete opportunities; oversee athlete registration and divisions in GMS.
- Recruits, manages, directs, and supervises volunteer Games Directors and Games Management Team (GMT) volunteers to conduct competition opportunities for all sports.
- Support Local Programs by soliciting and preparing contracts & insurance requirements for training facilities and transportation. Ensure Local Programs have sports equipment and uniforms. This may involve maintenance, purchasing, and inventory.



Unified Champion Schools Management:

- Accurately register, track, and monitor UCS engagement and participation data. This may include documentation work in GMS, Raiser’s Edge, and other UCS-related data-tracking platforms.
- Contribute to the creation and coordination of the Special Olympics Southern California Unified Champion Schools growth plan, including implementing Unified Sports and Young Athletes in schools and developing Youth Leaders.
- Identify, recruit, train, and support partners of Unified Champion Schools, Young Athletes, and SO Colleges. Serve as a resource and support to Unified Champion Schools and Districts for onboarding, work plan development, training opportunities for liaisons and students, and accurate implementation of the three components of UCS – Unified Sports, Inclusive Youth Leadership, and Whole School Engagement.

Leadership and Team Management:

- Assist teammates as needed to optimize team efficiency, cohesion, and program effectiveness.
- Assist with maintenance, inventory, and management of Region’s assets, including office and storage facilities, and any SOSC-owned vehicles (if applicable).
- Attend meetings, public speaking events, workshops, seminars, clinics, conferences, and program events as necessary; serve on committees and task forces as assigned.
- Participate in work groups, task force committees, special projects, and Championship Games Organizing Committees with supervisor approval.
- Supervise varying levels of volunteers, including interns.

JOB LEVEL RESPONSIBILITIES: Works with supervisor on agreed-upon goals and plans. Uses discretion and independent judgment within specific areas of expertise. Will supervise varying levels of volunteers, including interns. May supervise hourly employees. A 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor’s degree in Sports Management, Recreation, or similar field of study.
- Minimum of 4 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 collaborating with individuals with disabilities preferred.
- 2 years of Special Olympics experience preferred.



SKILLS AND/OR ABILITIES:

- Ability to be flexible.
- Ability to delegate and multi-task effectively
- Ability to travel and to work evenings, weekends, and occasional overnights to meet job requirements
- Ability to work with diverse personalities and in stressful situations
- Background in educational systems and school districts.
- Background in organizational development and community outreach.
- Excellent oral and written communication skills and public speaking skills
- Excellent organization, time management, and problem-solving skills
- Experience in budget development and management
- Have a valid California driver's license and meet minimum California vehicle insurance requirements
- Must be able to pass a professional reference check, background screen of criminal history, and DMV record.
- Proficiency in using relevant technology, including Microsoft Office and database systems
- Strong attention to detail and ability to work with frequent interruptions
- Strong knowledge of sports rules, regulations, and effective sports competition management.
- Strong people skills and customer service orientation
- Strong self-motivation and demonstrated ability to work independently and in a team environment.
- The employee is occasionally required to stand, walk, lift, or carry up to 24 pounds

WORK ENVIRONMENT: The primary work location will be in the assigned SOSC office. The noise level in the work environment is usually moderate. This position will require driving and some traveling within assigned and surrounding counties.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Employees may be required to perform other duties as assigned.

APPLY: A staff member will review resumes received for our open positions. Due to the large number of applicants, only candidates selected for interviews will be contacted. Please send your resume and cover letter to vejobs@sosc.org.