



Job Title: Manager, Sports | **Region:** Region 4

Department: Programs | **Office Location:** Santa Ana, CA

The **Manager, Sports** is responsible for organizing and managing the Region's community sports programming, and will spend most of their time directing attention, resources, and capacity to communities within their assigned geography within the Region. Additionally, this position will be required to support other events as assigned within the Region. The Manager, Sports will collaborate closely with the community and staff to promote Special Olympics, aid in the recruitment of new athletes, Unified Partners and volunteers, and assist Local Programs and Unified Champion Schools to achieve the goals, objectives, standards, and mission of SOSC.

Assigned Geography: Orange County

Reports To: Director, Programs

Compensation Level (8): This is a full-time, benefits-eligible position, with benefits beginning on the first of the month following the start date. The salary range for this non-exempt role is **\$62,780.00 - \$70,080.00**, depending on experience, particularly within Special Olympics.

KEY RESPONSIBILITIES

Sports Management: 45%

- Adhere to Regional and HQ deadlines for reporting, submissions, and compliance requirements.
- 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 divisioning in GMS.
- 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.
- 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.

Leadership and Team Management: 15%

- Assist teammates as assigned to optimize team efficiency, cohesion, and program effectiveness.
- 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.



School and Community Program Integration Support: 15%

- Build and steward a robust portfolio of 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.
- Collaborate 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 by 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. Provide regular communication of 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. Includes collaboration with team on School and Community Program Integration, Local Program development, Unified Sports, Youth and Athlete Leadership, Health and Fundraising initiatives, Volunteers and Marketing & 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.

Program Management: 10%

- Adhere to Regional and HQ deadlines for reporting, submissions, and compliance requirements.
- Aid in the development and execution of the Region's annual work plan.
- Aid in the execution of Special Olympics Southern California's Strategic Plan, and the alignment of Regional activities with organizational goals and priorities.
- Contribute to the development of the Region's annual Program budget, including review and expense management.
- Support Special Olympics Incorporated and Special Olympics Southern California fundraising projects, as directed.

Recruitment: 10%

- 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.

Administration: 5%

- Assist with maintenance, inventory, and management of Region's assets, including office and storage facilities, and any SOSC-owned vehicles (if applicable).
- Assists in the submission of properly approved invoices to the Finance Department, ensuring compliance with appropriate contracts and adherence to budget guidelines.
- Complete and submit individual timecards bi-weekly, ensuring accuracy and adherence to payroll deadlines.
- Complete and submit individual mileage reports, credit card expense reports, and reimbursement expense reports, ensuring proper documentation, budget approvals, and compliance with organizational policies and finance deadlines



JOB LEVEL RESPONSIBILITIES: Collaborate with the supervisor to establish goals that align with the organization's strategic plan. Coordinates administrative processes and prioritizes, directs, & responds to matters involving administrative functions associated with operations. Uses discretion and independent judgment as a recognized expert in all areas of responsibility. Will supervise varying levels of volunteers, including interns. May supervise hourly employees.

QUALIFICATIONS: To successfully perform this position, an individual must be able to competently execute each essential duty. The qualifications outlined below reflect the knowledge, skills, and abilities required for effective performance. Reasonable accommodation may be provided for individuals with disabilities to support the performance of essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Sports Management, Recreation, or similar field of study; or a minimum of 5 years of qualifying equivalent experience in youth program development, sport administration or recreation.
- 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 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 SOSOC office. The noise level in the work environment is usually moderate. This position will require driving and some traveling within assigned and surrounding counties.

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 hr@sosc.org.

***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.*