

Manager, Palo Verde Area Job Description

Reports to: Director of Sports **Last Update:** May 2021

Location: SOAZ State Office; 2455 N. Citrus Rd. Bldg. 64, Goodyear, AZ 85395

Position Summary: This full-time, exempt position oversees, manages, and executes competitions and local programs within the Palo Verde Area and is responsible for the recruitment, oversight and training of all area participants; for developing new funding sources; establishing new and/or enhancing relationships to benefit programs; for supporting local programs and leading high quality program implementation.

Job Responsibilities: The following examples are intended only as illustrations of the duties of this position. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to or logical assignments of the position:

Outreach and Growth; SOAZ Programs to include: Unified Champion Schools, Athlete Leadership, Volunteers, Health Programs, Young Athletes, virtual programming through SOAZconnected, Special Events, competition support and other program initiatives:

- Develop and execute an outreach plan to increase the number of athletes and partners participating through Unified Champion Schools, parks and recreation programs, group homes and adult day programs
- Lead and focus on the development of core volunteer groups (i.e. Games Management Team (GMT)) by recruiting volunteers and volunteer committees in conjunction with the Volunteer Coordinator
- Meet annual goals for athlete & UCS growth, as well as, retention of current athletes, local programs & UCS schools
- Provide direct, ongoing support to school-based UCS programs as needed to ensure the successful delivery of services.
- Provide information, support, and direction to all participation inquiries from athletes, coaches and volunteers
- Research and create relationships with organizations to further the pool of quality competition venues
- Provide support to area-based Athlete Input Council (AIC) to keep athlete leaders engaged
- Assist with establishing new funding sources to support Palo Verde Area
- Assist with regional fundraising opportunities alongside Four Peaks Area Director
- Identify, develop, and maintain partnerships with service organizations to provide volunteer and funding opportunities.

Event Management:

- Ensure all attendees' safety at events is of the highest priority and the participation experience is high quality
- Ensure all Class A Volunteer (HOD, coach, chaperone) and athlete certifications are up to date prior to competition
- Inputs all data entry for area/state competitions into Games Management System (GMS)
- Plan and manage all area sports competitions (program logistics, event collateral, preparation of contracts, and acquisition of supplies and equipment, event evaluation, etc.) as outlined in the SOAZ Area Standards plan.
- Work closely with SOAZ departments for clear communication and expectations
- Assemble and distribute informational packets for participants, coaches and GMT prior to competitions
- Support and assist in leading assigned elements of SOAZ State Competitions

Administrative:

- Prepare all necessary reports and paperwork in a timely and legible fashion (i.e. purchase orders, credit card reconciliation, staff reports, entry forms, grant reports, in-kind donation tracking, etc.)
- Prepare regular athlete and volunteer certification reports for delegations
- Develop and monitor an area-specific annual budget of projected revenue, expenses, and a tracking plan to ensure all programs are operating within approved budget
- Assist with maintaining In-Kind donation tracking for all programs & areas of oversight
- Ensures compliance with Special Olympics guidelines, policies and standards, SOI General Rules, and adheres to SOI/SONA Risk Management polices/practices at all levels to protect SOAZ and prevent loss.



Qualifications/Required Skills:

Passion for Special Olympics Arizona

- Screening:** Must pass Criminal and National Sex Offender Registry background screening. (Required for all staff)
- Education:** Bachelor's degree preferred in recreation/sports/volunteer management, nonprofit, or related field.
- Experience:** Volunteer management and/or supervisory leadership roles.
- Knowledge:** Basic computer applications, website management, data entry, Microsoft Office proficient.
- Skills:** Strong organizational, ability to manage multiple projects and efficient time management, effective verbal and written communication skills, public speaking and customer service skills.
- Physical Demands Include:** Standing, walking, climbing ladders, squatting, lifting through full range (must be able to lift a min of 25 lbs.), working in confined spaces, working in extremes of heat, cold and inclement weather as well as working at heights above 6'. Moderate to heavy physical demands, will be required to load and unload trucks, and to lift equipment and other merchandise.
- Transportation:** Must have own reliable transportation, a valid AZ driver's license, a good driving history, and fulfill assignments with reliability and punctuality,
- Work Schedule:** This position's work schedule will be determined by the demands of the position and can include 40+ hour work weeks, evenings & weekends, as well as extensive in-state travel.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

MISSION

The mission of Special Olympics Arizona is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Applications for this position will be accepted through June 4, 2021.

Please [CLICK HERE](#) to apply.

Questions regarding this position should be directed to:

Ryan Betcher
Director of Sports
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