



JOB DESCRIPTION

Position : Manager, Sports Training & Competition Area 8 (Polk & Hillsborough Counties)
Department : Sports Training and Competition
Supervisor : Regional Director, West Coast

Qualifications:

- High School Diploma / College Coursework
- 5+ year's office experience
- Excellent organizational skills and detail oriented
- Good written and communication skills, including tele/video conferencing methods
- Extensive computer experience in word processing, database input and management, Microsoft Suite required
- Ability to handle multiple tasks and projects including the handling of routine administrative paperwork, phone calls and filing. Produce *ad hoc* reports as required.
- Interest in sports and/or intellectual disabilities helpful, but not required
- Knowledge of GMS and VSYS (Special Olympics software) is preferred
- Regular attendance required

Responsibilities:

- Work closely with Regional Director and County Directors in establishing effective measures to ensure the highest quality athlete experience at County & Area 8 competitions
- Assist in securing County & Area Games site venues, insurance, and EMT services as well coordinating all aspects of the competition with relevant leadership including County Directors and Regional Director
- Consistently communicate with State staff to ensure the quality of Area games are kept to a high standard and meet the expectations set by the Special Olympics Florida (SOFL) sports staff. This includes, but is not limited to: Banner and signage placement, awards logistics, meals, medical personnel, field and course layouts, proper equipment and other related matters
- Organize coaches meetings for each sport prior to the start of each season and ensure all coaches are properly up to date in terms of sport specific certifications, volunteers Class A forms and Protective Behaviors
- Ensure all Registered Training Programs (RTP) are up to date with the state office
- Attend SOFL competitions that Hillsborough County is participating in and ensure a smooth registration process
- Coordinate and assist with logistics at all State Games. Recruit and maintain logistics-specific volunteers.
- Correspond and coordinate with Manager of Sport Training and Competition on issuing Certified Coaches credentials, acknowledgement letters, and Certified Coaches Tee shirts



- Assist Program Department staff with logistics and coordination of all scheduled workshops, annual Coaches Conference, and meetings in and out of the office
- GMS proficient to assist and lead the registration, tracking and county/area games management process
- Assist with inventory of equipment, banners, awards and order replacements as needed
- Assist with the food services portion for all Hillsborough County and Area 8 competitions and other general events as needed. Contract with food vendors and devise meal plans, costs, and menus. Ensure that special dietary needs are met.
- Oversee the evaluation process for County & Area competitions and provide the compiled information from the evaluations for review
- Other duties as assigned

Special Requirements:

- Must be able to travel and complete weekend and evening duties as assigned
- Must be able to lift 50 lbs

Status : Full-time exempt position
Salary : Based on experience
Submit Resume To : MichelleBraxton@sofl.org